

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: 2003/2004 Byrne Grant Application

DEPARTMENT: Community Services **DIVISION:** Community Assistance
Phillip C. Stalvey, Director David Medley, Manager

AUTHORIZED BY: Phillip C. Stalvey **CONTACT:** David Medley **EXT.** 3363

Agenda Date 6/10/03 **Regular** ☐ **Consent** ☒ **Work Session** ☐ **Briefing** ☐
Public Hearing – 1:30 ☐ **Public Hearing – 7:00** ☐

MOTION/RECOMMENDATION:

Approve and authorize Chairman to execute the six (6) attached Byrne Grant applications and associated documents.

BACKGROUND:

On April 22, 2003, the Seminole Board of County Commissioners accepted an invitation to continue participating in the "Drug Control and System Improvement" Grant Program for FY 2003/2004 pending final approval of all grant applications. This will provide \$284,808 in Federal Funds for anti-drug abuse projects within Seminole County. Six (6) applications are being submitted for consideration. Four of these applications are continuation of existing projects and two are new proposals.

Attached are the six (6) applications and a summary of each project. Matching funds by the Sheriff's Office and the State Attorney have been included in budget preparations. The Altamonte Springs Police Department and KIDS House of Seminole provide matching funds for their proposals.

Reviewed by:	
Co Atty:	<u>WM</u>
DFS:	<u>SS</u>
Other:	
DCM:	<u>SS</u>
CM:	<u>VB</u>
File No.	<u>CCS02</u>

2003/2004 Byrne Grant Project Summary (\$284,808)

ELDER SERVICES UNIT III

\$87,825.00

This third year project is facilitated by the State Attorney's Office. The goals of this unit are to address the increase in crimes involving incidents of elder abuse, neglect, lewd & lasciviousness, and exploitation. This unit provides a stronger link between agencies such as local law enforcement, the State Attorney's Office, Adult Protective Services and the Department of Elder Affairs, and also promotes crime prevention by creating a specialized training curriculum for law enforcement and the public on elder issues and services. The State Attorney's Office will provide matching funds.

COMPUTER CRIME INVESTIGATION III

\$47,550.00

This third year project provides a full-time investigator to recover evidence from computers confiscated as a direct result of internet crimes or other crimes where the computer is used to commit the crimes or store evidence. Cases requiring this level of investigative expertise are on the rise requires certification to be able to recover the necessary evidence. Matching funds are provided through the Sheriff's Office.

COUNTY CAREER CRIMINAL INITIATIVE II

\$59,970.00

The Seminole County Sheriff's Office provides matching funds for this second year project which provides a full-time investigator dedicated to identifying offenders who meet the career criminal criteria. (Career criminals are repeat offenders who qualify for enhanced sentencing penalties and who may be designated by a judge as either a habitual felony offender or a habitual violent felony offender). The investigator will enhance current efforts by pro-actively identifying career criminal offenders, working with the State Attorney's Office and analyzing and/or monitoring activities of those offenders not in custody.

CHILD ABUSE VICTIM ASSISTANCE TRACKING SYSTEM IV

\$24,000.00

This project is facilitated by Kid's House of Seminole which is a Children's Advocacy Center providing a single point of contact for abused children – from reporting and investigation to treatment and prosecution. These funds provide for a tracking system and coordinator to monitor case progress and outcomes and case management activity. Matching funds are provided by Kids House of Seminole. (Final Year)

ELECTRONIC MONITORING I

\$46,500.00

The Seminole County Sheriff's Office Electronic Monitoring Project will provide electronic monitoring to juveniles, and enhance the number of participants for the adult pilot project. This technology will allow those that qualify to continue working and/or attending school during their probation. By monitoring the electronic "track" data of each individual, law enforcement can immediately determine if exclusionary zones have been violated or if the individual was in the vicinity of criminal activity. Matching funds are provided through the Sheriff's Office.

CAR CAMERAS CONVICT CRIMINALS IN ALTAMONTE SPRINGS I

\$18,963.00

This project will provide car cameras for marked patrol vehicles to be utilized in all criminal activity and thus increase the prosecution rate. Altamonte Springs Police have been aggressive in implementing tactics to reduce DUI, all alcohol enhanced crimes, domestic violence, and juvenile crimes. Car cameras will be able to increase the quality of evidence and visually show this type of criminal action as it occurs. Matching funds are provided by Altamonte Springs Police Department.

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Please read instructions before completing this application.

- The term "Department", unless otherwise stated, refers to the Department of Law Enforcement.
- The term "OCJG" refers to the Office of Criminal Justice Grants.
- The term "subgrant recipient" or "subgrantee" refers to the governing body of a city, county, state agency, or an Indian Tribe that performs criminal justice functions as determined by the U.S. Secretary of the Interior.
- The term "implementing agency" is a subordinate agency of a city, county, state agency, or Indian Tribe, or an agency under the direction of an elected official (for example, Sheriff or Clerk of the Court). It may also be an entity eligible to be a subgrantee (ex. City of Live Oak).
- Instructions are incorporated in this document by reference.

A. Subgrant Data									
1. This section to be completed by Subgrantee Continuation of Previous Subgrant? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, enter CJ Contract # of Previous Subgrant <u>SFY 2003 CJ Contract #</u> 2003- <u>CJ</u> - <u>5A</u> - <u>06</u> - <u>69</u> - <u>01</u> - <u>008</u>		2. This section to be completed by OCJG <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Project ID #</td> <td style="width: 25%;">Program Area #:</td> <td style="width: 50%;">CFDA #: 16.579</td> </tr> <tr> <td colspan="3" style="text-align: center;"> SFY 2004 CJ Contract # 2004 - CJ - ____ - ____ - ____ - ____ </td> </tr> </table>		Project ID #	Program Area #:	CFDA #: 16.579	SFY 2004 CJ Contract # 2004 - CJ - ____ - ____ - ____ - ____		
Project ID #	Program Area #:	CFDA #: 16.579							
SFY 2004 CJ Contract # 2004 - CJ - ____ - ____ - ____ - ____									
B. Applicant Information									
1. Subgrant Recipient (Subgrantee)									
Name of Subgrant Recipient (Unit of Government): Seminole County Government Name of Chief Elected Official / State Agency Head: Daryl McLain Title: Chairman, Seminole Board of County Commissioners Address: 1101 East First Street City, County, State, Zip Code: Sanford, FL 32771 E-mail Address:		County Seminole Area Code / Phone # (407)665-7201 SUNCOM # 355-7201 Area Code / Fax # (407)330-7958							
2. Chief Financial Officer of Subgrant Recipient (Subgrantee)									
Name of Chief Financial Officer: Maryanne Morse Title: Clerk to the Seminole Board of County Commissioners Address: P.O. Drawer C City, County, State, Zip Code: Sanford, FL 32772 E-mail Address:		County Seminole Area Code / Phone # (407)665-4335 SUNCOM # 355-4335 Area Code / Fax # (407)330-7193							
3. Implementing Agency									
Name of Implementing Agency: Department of Community Services Name of Chief Executive Official / State Agency Head / Subgrantee representative (if a subordinate agency of the subgrant recipient): Phillip C. Stalvey Title: Director, Department of Community Services Address: 400 West Airport Boulevard City, County, State, Zip Code: Sanford, Florida 32773 E-mail Address: pstalvey@co.seminole.fl.us		County SEMINOLE Area Code / Phone # 407-665-3110 SUNCOM # 355-3100 Area Code / Fax # 407-665-3249							

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4. Project Director		
Name of Project Director: (Implementing Agency Employee)	David Medley, Ph.D.	County
Title:	Manager, Division of Community Assistance	<u>SEMINOLE</u>
Address:	400 West Airport Blvd	Area Code / Phone # 407-665-3363
City, County, State, Zip Code:	Sanford, Florida 32773	SUNCOM # 355-3363
E-mail Address:	dmedley@co.seminole.fl.us	Area Code / Fax # 407-665-3249
5. Contact Person		
Name of Contact Person: (if other than Project Director)	Nancy Crawford	County
Title:	Executive Director, Kidshouse of Seminole	<u>SEMINOLE</u>
Address:	5467 North County Road 427	Area Code / Phone # 407-302-4442
City, County, State, Zip Code:	Sanford, Florida 32773-6332	SUNCOM #
E-mail Address:	Crawford@kidshouse.org	Area Code / Fax #
6. Person Responsible For Financial Reporting (if known)		
Name:	SAME AS CHIEF FINANCIAL OFFICER	County
Title:		
Address:		Area Code / Phone #
City, County, State, Zip Code:		SUNCOM #
E-mail Address:		Area Code / Fax #
7. Person Responsible For Programmatic Performance Reporting (if known)		
Name:	<u>PROJECT MANAGER</u>	County
Title:		
Address:		Area Code / Phone #
City, County, State, Zip Code:		SUNCOM #
E-mail Address:		Area Code / Fax #
8. Service Provider Contact Person		
Name of Contact Person: (if other than Project Director)	Nancy Crawford	County
Title:	Executive Director, Kidshouse of Seminole	<u>SEMINOLE</u>
Address:	5467 North County Road 427	Area Code / Phone # 407-302-4442
City, County, State, Zip Code:	Sanford, Florida 32773-6332	SUNCOM #
E-mail Address:	Crawford@kidshouse.org	Area Code / Fax #

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C. Administrative Data

- | | | |
|--|---------------------------------------|---------------------------------------|
| 1. Project Title: Child Abuse Victim Assistance Tracking System | | |
| 2. Identify the year of the project (I, II, III, etc.) IV | | |
| 3. Project period
10/01/03-9/30/04 | 4. Project period
10/01/03-9/30/04 | 5. Project period
10/01/03-9/30/04 |

D. Fiscal Data

Remit Warrant to: (This may only be either the individual listed in B2 (Subgrantee CFO) or a designee in their office. If B2 is selected, do not reenter the contact information. This is only needed for designee.)

B2
OR
DESIGNEE _____
Name:
Title:
Address:
City, State, Zip
Phone Number:

2. Is the subgrantee participating in the State of Florida Comptroller's Office electronic transfer program?
(Reimbursement cannot be remitted to any entity other than the subgrantee.)
Yes _____ No X

3. Frequency of Fiscal Reporting: Monthly _____ Quarterly X

6. Subgrant Recipient FEID #: 59- 6000856

7. State Agency SAMAS #: _____

8. Project Generated Income (PGI):
Will the project earn PGI? (See Section G, Item 9.) Yes _____ No X

9. Cash Advance: Will you request an advance?

Yes _____ Amount _____ No X

If yes, a letter of request must be submitted with the application or prior to submission of the first claim for reimbursement. Amount requested must be justified and accepted by FDLE.

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E. Project Narrative

1. **Problem Identification:** Briefly describe a specific problem to be addressed with subgrant funds in terms of Problem Description, Problem Significance and Needs Assessment, as described in the application instructions. Continue narrative on a second page if necessary. Do not exceed two pages. Use a readable size font, per instructions.

Problem Identification:

The problem of Child Abuse is more in the news and on the minds of the average citizen than ever before. As the awareness increases, so do the numbers. Add to that the increase in abuse due to stressors involved with homeland security and economic issues, and children who are victims of abuse need our services more than ever. The development of our program over the past few years has brought focus to needs of the children and our position of responsibility in providing for those needs. Collaborative efforts between the direct service agencies (Law Enforcement, Department of Children and Families (DCF), Child Protection Team (CPT), etc.), combined with the move to Community Based Care can only benefit our community. In Seminole County where we share DCF and CPT services within a tri-county district and Judiciary within another two county Judicial Circuit, the challenges are greater. At Kids House we work to insure that the children are in fact receiving the services they need. Children too often fall through the cracks. With Seminole County sharing services with larger, more powerful counties, we have most often had to travel to the other counties to receive our portion of the services. Children and families have had to work with case coordinators who are unfamiliar with services offered in Seminole County. They would therefore be required to travel for direct services and ancillary services. Too many families could not do that leaving our children underserved.

The major problem that is addressed by a Children's Advocacy Center is the need to reduce the trauma to the abused child. The second part of that is to provide the immediate crisis intervention and insure that each child receives the assistance they need to make it through the system and into therapy or whatever care is necessary for them to develop in to healthy adults. Prior to The Children's Advocacy Center Concept, children were drug from agency to agency and were questioned about their abuse in an effort to gain information needed for prosecution of the child abuser. The system has been guilty of further abusing the very children they are committed to protect.

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- 2. Project Description:** Briefly describe proposed project activities. Refer to Appendix II, Part 1, Pages 1-3 for a description of eligible project areas). You should include project goals, administration, enhancement/expansion, staff, service providers, clients or other participants, equipment, location, and expected project results, as described in the application instructions

This section should address the basic points of who, what, when, where, and how.
Continue on additional pages if necessary; do not exceed three pages.

Program Description:

Kids House of Seminole is the only single point of contact children's advocacy center in Seminole County. A child is brought to our centrally located, child friendly facility where everyone involved in the case gathers to work towards a thorough investigation.

The members of the multi-discipline team all work together to insure the safety of the child, share information about the case, recommend treatment and/or care, and make referrals to other services. The Trauma to the child is greatly reduced by bringing them to a facility that is prepared to meet their needs. A Child Advocate is assigned to each child to provide crisis intervention and referral to services and provide the cohesive link to track that child through the system. Child Protection Team Case Coordinators are on site to do the forensic interviews and coordinate the forensic medical exams.

Medical personnel are on site to perform forensic medical evaluations.

Sexual Trauma Recovery counseling is available on site and through referrals to community resources. The multi-discipline team is in place and working together for the benefit of the child.

This is accomplished through an Interagency Agreement with 14 other member agencies: Altamonte Springs PD, Casselberry PD, Child Protection Team, Department of Children and Families, Guardian Ad Litem Program, Lake Mary PD, Longwood PD, Office of the State Attorney, Oviedo PD, Sanford PD, Seminole Community Mental Health, Seminole County Sheriff's Office, Seminole County Public Schools, and Winter Springs PD. Investigative Guidelines provide the protocol that is used in each Child Abuse Investigation. Training for Protective Investigators, Law Enforcement Investigators, other MDT members, school personnel, and the community is provided by Kids House.

The ability to provide Case Tracking of all Seminole County Child Abuse Cases enables us to insure the children we are committed to serve are not further abused by the system. It will allow us to assure that they receive the services they need in the county they live. It will give us the capacity to maintain and provide correct statistics for future funding, the development of needed programs, the utilization of existing programs, and provide a perpetual service to the children as long as it is needed.

The additional benefit of having a Children's Advocacy Center with a good Case Tracking Program is in the scope of issues and problems that can be addressed. Since we are already working with the agencies that deal directly with problems confronting children and families, we are set up to identify needs and facilitate services to meet those needs: Children with Substance Abuse Problems or in Families with Substance Abuse problems are readily identifiable and referrals to established programs is immediate. Children who are probable candidates for gangs and other violence related situations are also identified and referred for help. Crisis Intervention Counseling on site addresses many problems before they become problems. Community Education Programs through media articles, speaking engagements,

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brochures, our web site, and special projects assist citizens in preventing and controlling child abuse. Working with our court system and the State Attorney's Office by providing them with the most complete information allows for a better chance of prosecution and gets the criminals off the streets. Working directly with children who are the victims of crime and the non-offending family members creates an opportunity for future success in reducing crime and preventing further abuse.

Kids House of Seminole Child Abuse Tracking System brings our county the opportunity to meet the needs of our community by collectively gathering all the information required to provide for all the needs identified and at the same time insure the continuation of the program for as long as it is needed.

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3. Program Objectives and Performance Measures: Up to three types of objectives may be included in this section of your subgrant application, i.e., Uniform Objectives, Project-Specific Objectives and Self-Generated Objectives. If you are proposing a project in one of the Authorized Program Areas with no Uniform Objectives, contact FDLE, Office of Criminal Justice Grants, at (850) 410-8700 for further guidance. Continue on a second page if necessary.

- a. List the number and title of the Program Area to be addressed. Refer to Appendix II, Part II, for a listing of authorized program areas. (Select only 1 Program Area)

(#)

(Title)

- b. List Uniform Objectives first, followed by any other appropriate objectives you may wish to address. If additional objectives are included, please identify whether they are Project Specific or Self-Generated Objectives. Uniform and Project Specific Objectives form the basis for collection of data and quarterly performance reporting.

Uniform Objectives (Mandatory, copy as worded for the program area addressed and include all appropriate questions. Include Objectives from only 1 program area, Objectives from a different program area could be included as Project Specific Objectives).

- 027.04 Provide case management services to 200 child abuse victims
- 027.05 Refer 250 child abuse victims to community resources.
- 027.07 Provide Counseling services to 45 child abuse victims.
- 027.10 Provide education and training on child abuse issues to 15 criminal justice personnel.
- 027.11 Provide information on child abuse to the general public.
- 027.13 Provide education and training on child abuse issues to 7 service providers.
- 27.15 Identify and refer or provide information to 10 victims and or families of victims for substance abuse programs.
- 027.16 Provide statistics and follow-up on 200 child abuse victims receiving forensic interviews and or forensic medical exams.
- 027.17 Provide treatment team staffings on 50 child abuse victims.
- 027.18 Provide multi-discipline team staffings on 25 child abuse victims.

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4. **Activity Implementation Schedule.** Complete the Activity Implementation Schedule showing when activities in the Program Description will commence and how the project will progress. This chart benchmarks planned activities, both administrative and programmatic. An "X" has been inserted for reports with mandatory due dates for all projects. Place an additional "X" to indicate times applicable to your project, as illustrated for quarterly program reports. Make a detailed listing of key activities under the heading "Programmatic Activities." Your Quarterly Performance Reports will be reviewed against this schedule.

Subgrant Period (Beginning Date – Ending Date)

Administrative Activities

ACTIVITY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Submit Financial Reimbursement Requests	X (04)			X (04)			X (04)			X (04)		
Submit Financial Closeout Package	X (04)											
Submit Quarterly Program Reports	X (04)			X (04)			X (04)			X (04)		
Submit Quarterly PGI Reports (If applicable)												

Programmatic Activities

(Continue on a second page if necessary.)

Be sure to include activities mentioned in the Project Description

ACTIVITY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Review Child Tracking Program	X						X					
Upgrade Case Tracking Equipment	X											
Research and Upgrade Case Tracking Software	X						X					
Review Performance Reports	X	X	X	X	X	X	X	X	X	X	X	X
Provide Statistics for Funding Purposes	X			X			X			X		
Provide Statistics for Program Development		X			X			X			X	
Analysis and Continued Development of Referrals	X	X		X	X	X		X			X	X

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F. Project Budget

1. Budget Schedule

- a. The Project Budget Schedule includes five Budget Categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay, and Indirect Costs) and Total Project Costs. Total Local Match must be a minimum of 25% of the Total Budget.
- b. Enter the amount of federal, matching, and total funds by budget category that you will use to support project activities. Enter dollar amounts only in applicable categories based on totals from the Budget Narrative and leave others blank. Total Local Match must be a minimum of 25 percent of the Total Budget.
- c. Show all figures rounded to the next highest dollar; do not include cents.
 (Example \$4,505.25 as \$4,506).

Type or Print Dollar Amounts Only in Applicable Categories and Leave Others Blank.

Budget Category	Federal	Match	Total
Salaries And Benefits			
Contractual Services	24,000.00	8,000.00	32,000.00
Expenses			
Operating Capital Outlay			
Indirect Costs			
Totals	24,000.00	8,000.00	32,000.00

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2. Budget Narrative

- a. The Project Budget Narrative may reflect costs in any of the five budget categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay (OCO), Indirect Costs). The Total Project Costs should be included.
- b. You must describe the line items for each applicable budget category for which you are requesting subgrant funding. Provide sufficient detail to show cost relationships to project activities. Reimbursements will only be made for items clearly identified in the budget narrative.
- c. Costs must not be allocated or included as a cost to any other federally financed program.

(Continue on additional pages if necessary.)

Please respond to the following five items before providing the details of the Budget Narrative.

1. Source of match must be cash and represent no less than twenty-five (25) percent of the project's cost.
 - a. Identify your specific sources of matching funds.
 - b. Is match available at the start of the grant period?
 - c. If match will be provided from a source other than the subgrant recipient or the implementing agency, how will the match be tracked and verified? (The subgrantee is responsible for compliance.)
2. If Salaries and Benefits are included in the budget as Actual Costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the initial year? **N/A**

No: _____ If no, please explain.

Yes: _____ If yes, please list number and title of position and type of benefits.

3. Indicate the OCO threshold established by the subgrantee. \$ **N/A**
4. If Indirect Cost is included in your budget please indicate the basis for the plan (e.g. percent of salaries and benefits), and provide documentation of the appropriate approval of this plan. **N/A**
5. If the budget includes services based on unit costs, be sure to provide a definition and cost for each service as part of the budget narrative for contractual services. Provide the following information.
 - a. What is the basis for the unit costs?

A unit is defined as one event on behalf of the child which may include assessment, data entry, referral to local service provider, follow-up with law enforcement, State Attorney's Office of other agency involved with the case. Each event will be approximately 30 – 45 minutes

- b. How recently was the basis established or updated?

3,200 units of case management activity. . Billing for these services will be at the rate of \$10 per unit. Documentation will be maintained in each client's file.

3,200 units at \$10 per unit = \$32,000

Federal Funds	Match Funds	TOTAL
24,000.00	8,000.00	32,000.00

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G. Conditions of Acceptance and Agreement

Conditions of agreement requiring compliance by units of local government (subgrant recipients), implementing agencies and state agencies upon signed acceptance of the subgrant award appear in this section. Upon approval of this subgrant, the approved application and the following terms of conditions will become binding. Failure to comply with provisions of this agreement will result in required corrective action up to and including project costs being disallowed and termination of the project, as specified in item 16 of this section.

1. **All Subgrant Recipients must comply with the financial and administrative requirements set forth in the current edition of the U.S. Department of Justice, Office of Justice Programs (OJP) *Financial Guide* and *Byrne Program Guidance Document* as well as Florida laws and regulations including the Florida Administrative Code Chapter 11D-9, Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program.**

2. **Allowable Costs**

- a. Allowance for costs incurred under the subgrant shall be determined according to the general principles of allowability and standards for selected cost items set forth in the *OJP Financial Guide*, U.S. Department of Justice Common Rule for State And Local Governments and federal *OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments"*, or *OMB Circular A-21, "Cost Principles for Educational Institutions"*.
- b. All procedures employed in the use of federal funds for any procurement shall be according to U.S. Department of Justice *Common Rule for State and Local Governments*, or *OMB Circular A-110* and Florida law to be eligible for reimbursement.

3. **Reports**

- a. **Project Performance Reports**

- (1) **Reporting Time Frames:** The subgrant recipient shall submit Quarterly Project Performance Reports to OCJG by February 1, May 1, August 1, and within forty-five (45) days after the subgrant termination date. In addition, if the subgrant award period is extended beyond the "original" project period, additional *Quarterly Project Performance Reports* shall be submitted.

Failure to submit Quarterly Performance Reports that are complete, accurate and timely may result in sanctions, as specified in item 16 of Section G, performance of Agreement Provisions.

- (2) **Report Contents:** Performance reports must include both required sections, the quantitative response (in response to specific objectives and measures) and the qualitative narrative. The narrative must reflect on accomplishments for the quarter, incorporate specific items specified for inclusion in performance measures, and also identify problems with project implementation and address actions being taken to resolve the problems.

- b. **Financial Reports**

- (1) The subgrant recipient shall have a choice of submitting either a Monthly or a Quarterly Financial Claim Report to the OCJG. Monthly Financial Claim Reports (1-11) are due thirty-one (31) days after the end of the reporting period. Quarterly Financial Claim Reports (1-3) are due thirty-one (31) days after the end of the reporting period. In addition, if the subgrant award period is extended, additional Financial Claim Reports shall be submitted. A final Financial Claim Report and a Criminal Justice Contract (Financial) Closeout Package shall be submitted to OCJG within forty-five (45) days of the subgrant termination period. Such claim shall be distinctly identified as "final".
- (2) All claims for reimbursement of subgrant recipient costs shall be submitted on the Financial Claim Report Forms prescribed and provided by the Office of Criminal Justice Grants. A subgrant recipient shall submit either monthly or quarterly claims in order to report current project costs. Reports are to be submitted even when no reimbursement is being requested.
- (3) All claims for reimbursement shall be submitted in sufficient detail for proper pre-audit and post-audit.

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(4) Before the "final" claim will be processed, the subgrant recipient must submit to the Department all outstanding project reports and must have satisfied all special conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.

(5) The subgrant recipient shall submit Quarterly Project Generated Income Reports to OCJG by February 1, May 1, August 1, and within forty-five (45) days after the subgrant termination date covering subgrant project generated income and expenditures during the previous quarter. (See Item 10, Program Income.)

c. Other Reports

The subgrant recipient shall submit other reports as may be reasonably required by OCJG.

4. Fiscal Control and Fund Accounting Procedures

a. The subgrant recipient shall establish fiscal control and fund accounting procedures that assure proper disbursement and accounting of subgrant funds and required non-federal expenditures. All funds spent on this project shall be disbursed according to provisions of the project budget as approved by OCJG.

b. All contractual expenditures and cost accounting of funds shall conform to OJP *Financial Guide*, U.S. Department of Justice *Common Rule for State and Local Governments*, and federal Office of Management and Budget's (OMB) *Circulars A-21, A-87, and A-110*, in their entirety.

c. All funds not spent according to this agreement shall be subject to repayment by the subgrant recipient.

5. Payment Contingent on Appropriation

The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature.

6. Obligation of Subgrant Recipient Funds

Subgrant funds shall not under any circumstances be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Only project costs incurred on or after the effective date and on or prior to the termination date of the subgrant recipient's project are eligible for reimbursement.

7. Advance Funding

Advance funding may be authorized for up to twenty-five (25) percent of the federal award for each project according to Section 216.181(16)(b), Florida Statutes, the OJP *Financial Guide*, and the U.S. Department of Justice *Common Rule for State and Local Governments*. Advance funding shall be provided to a subgrant recipient upon a written request to the Department justifying the need for such funds. This request, including the justification, shall be either enclosed with the subgrant application or submitted to the Department prior to the first request for reimbursement. Justification should address a 30/60/90-day need for cash based on the budgeted activities for the period.

8. Reimbursement Subject to Available Funds

The obligation of the State of Florida to reimburse subgrant recipients for incurred costs is subject to available federal Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program funds.

9. Travel and Training

a. All travel reimbursement for out-of-state or out-of-grant-specified work area shall be based upon written approval of the Department prior to commencement of actual travel. Subgrant recipients shall obtain written approval from the Department for reimbursement of training costs and related travel prior to commencement of training, if the specific training was not listed in the approved budget. Subgrant recipients shall obtain written approval from the Department for reimbursement of travel costs for field trips that were not listed in the approved project description and budget.

b. The cost of all travel shall be reimbursed according to local regulations, but not in excess of provisions in Section 112.061, Florida Statutes.

c. All bills for any travel expenses shall be submitted according to provisions in Section 112.061, Florida Statutes.

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10. Program Income (also known as Project Generated Income)

Program income means the gross income earned by the subgrant recipient during the subgrant period, as a direct result of the subgrant award. Program income shall be handled according to the *OJP Financial Guide* and U.S. Department of Justice *Common Rule for State and Local Governments* (reference 31 CFR Part 206 - Management of Federal Agency Receipts, Disbursements, and Operation of The Cash Management Improvement Fund).

11. Approval of Consultant Contracts

The Department shall review and approve in writing all consultant contracts prior to employment of a consultant when their rate exceeds \$450 (excluding travel and subsistence costs) for an eight-hour day. Approval shall be based upon the contract's compliance with requirements found in the *OJP Financial Guide*, U.S. Department of Justice *Common Rule for State and Local Governments*, and in applicable state statutes. The Department's approval of the subgrant recipient agreement does not constitute approval of consultant contracts.

12. Property Accountability

- a. The subgrant recipient agrees to use all non-expendable property for criminal justice purposes during its useful life or request Department disposition.
- b. The subgrant recipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the *OJP Financial Guide*, U.S. Department of Justice *Common Rule for State and Local Governments* or the federal OMB Circular A-110. This obligation continues as long as the subgrant recipient retains the property, notwithstanding expiration of this agreement.

13. Ownership of Data and Creative Material

Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the *OJP Financial Guide*, and the U.S. Department of Justice *Common Rule for State and Local Governments*, or the federal OMB Circular A-110.

14. Copyright

The awarding agency reserves a royalty-free non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes:

- a. The copyright in any work developed under an award or subaward, and
- b. Any rights of copyright to which a subgrant recipient or subrecipient purchases ownership with support funded under this grant agreement.

15. Audit

- a. Subgrant recipients that expend \$300,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. The audit shall be performed in accordance with the federal OMB Circular A-133 and other applicable federal law. The contract for this agreement shall be identified in The Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the subgrant recipient shall submit an annual financial audit that meets the requirements of Sections 11.45 and 215.97, Florida Statutes, and Chapters 10.550 and 10.600, Rules of the Florida Auditor General.
- b. A complete audit report that covers any portion of the effective dates of this agreement must be submitted within 30 days after its completion, but no later than nine (9) months after the audit period. In order to be complete, the submitted report shall include any management letters issued separately and management's written response to all findings, both audit report and management letter findings. Incomplete audit reports will not be accepted by the Department and will be returned to the subgrant recipient.
- c. The subgrant recipient shall have all audits completed by an Independent Public Accountant (IPA). The

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IPA shall be either a Certified Public Accountant or a Licensed Public Accountant.

- d. The subgrant recipient shall take appropriate corrective action within six (6) months of the issue date of the audit report in instances of noncompliance with federal laws and regulations.
- e. The subgrant recipient shall ensure that audit working papers are made available to the Department, or its designee, upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Department.
- f. Subgrant recipients that expend less than \$300,000 in Federal awards during a fiscal year are exempt from the audit requirements of *OBM Circular A-133* for that fiscal year. In this case, written notification, which can be in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer, or designee, that the subgrant recipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.
- g. If this agreement is closed out without an audit, the Department reserves the right to recover any disallowed costs identified in an audit completed after such closeout.
- h. The completed audit report or notification of non-applicability should be sent to the following address:

Florida Department of Law Enforcement
Office of Criminal Justice Grants
2331 Phillips Road
Tallahassee, Florida 32308

16. Performance of Agreement Provisions

In the event of default, non-compliance or violation of any provision of this agreement by the subgrant recipient, the subgrant recipient's consultants and suppliers, or both, the Department shall impose sanctions it deems appropriate including withholding payments and cancellation, termination, or suspension of the agreement in whole or in part. In such event, the Department shall notify the subgrant recipient of its decision thirty (30) days in advance of the effective date of such sanction. The subgrant recipient shall be paid only for those services satisfactorily performed prior to the effective date of such sanction.

17. Commencement of Project

- a. If a project has not begun within sixty (60) days after acceptance of the subgrant award, the subgrant recipient shall send a letter to OCJG indicating steps to initiate the project, reason for delay and request a revised project starting date.
- b. If a project has not begun within ninety (90) days after acceptance of the subgrant award, the subgrant recipient shall send another letter to OCJG, again explaining the reason for delay and request another revised project starting date.
- c. Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate subgrant funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written amendment to this agreement.

18. Excusable Delays

- a. Except with respect to defaults of consultants, the subgrant recipient shall not be in default by reason of any failure in performance of this agreement according to its terms (including any failure by the subgrant recipient to make progress in the execution of work hereunder which endangers such performance) if such failure arises out of causes beyond the control and without the fault or negligence of the subgrant recipient. Such causes include, but are not limited to, acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case, the failure to perform shall be beyond the control and without the fault or negligence of the subgrant recipient.
- b. If failure to perform is caused by failure of a consultant to perform or make progress, and if such failure

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arises out of causes beyond the control of subgrant recipient and consultant, and without fault or negligence of either of them, the subgrant recipient shall not be deemed in default, unless:

- (1) Supplies or services to be furnished by the consultant were obtainable from other sources,
 - (2) The Department ordered the subgrant recipient in writing to procure such supplies or services from other sources, and
 - (3) The subgrant recipient failed to reasonably comply with such order.
- c. Upon request of the subgrant recipient, the Department shall ascertain the facts and the extent of such failure, and if the Department determines that any failure to perform was occasioned by one or more said causes, the delivery schedule shall be revised accordingly.

19. Extension of a Contract for Contractual Services

Extension of a contract for contractual services between the subgrant recipient and a contractor (which includes all project budget categories) shall be in writing for a period not to exceed six (6) months and is subject to the same terms and conditions set forth in the initial contract. Only one extension of the contract shall be acceptable, unless failure to complete the contract is due to events beyond the control of the contractor.

20. Written Approval of Changes in this Approved Agreement

Subgrant recipients shall obtain approval from the Department for major substantive changes. These include, but are not limited to:

- a. Changes in project activities, target populations, service providers, implementation schedules, designs or research plans set forth in the approved agreement;
- b. Budget deviations that do not meet the following criterion. That is, a subgrant recipient may transfer funds between budget categories as long as the total amount of transfer does not exceed ten (10) percent of the total approved budget and the transfer is made to an approved budget item; or,
- c. Transfers of funds above the ten (10) percent cap shall be made only if a revised budget is approved by the Department. Transfers do not allow for increasing the quantitative number of items documented in any approved budget item, i.e., increasing the quantity of equipment items in Operating Capital Outlay or Expense categories, or staff positions in the Salaries and Benefits category.)
- d. Under no circumstances can transfers of funds increase the total budgeted award.

21. Disputes and Appeals

- a. The Department shall make its decision in writing when responding to any disputes, disagreements or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The subgrant recipient shall proceed diligently with the performance of this agreement according to the Department's decision.
- b. If the subgrant recipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The subgrant recipient's right to appeal the Department's decision is contained in Chapter 120, Florida Statutes, and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, Florida Statutes.

22. Conferences and Inspection of Work

Conferences may be held at the request of any party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the privilege of visiting the project site to monitor, inspect and assess work performed under this agreement.

23. Access To Records

- a. The Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the subgrant recipient, implementing agency and contractors for

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the purpose of audit and examination according to the OJP *Financial Guide*, and the U.S. Department of Justice *Common Rule for State and Local Governments*.

- b. The Department reserves the right to unilaterally terminate this agreement if the subgrant recipient, implementing agency, or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of *Chapter 119, Florida Statutes*, and made or received by the subgrant recipient or its contractor in conjunction with this agreement.

24. Retention of Records

The subgrant recipient shall maintain all records and documents for a minimum of three (3) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons.

25. Signature Authority

Both the Subgrant Recipient Authorizing Official or Designated Representative and the Implementing Agency Official, Administrator or Designated Representative who sign Section I, Signature Page, have the authority to request changes to the approved agreement. The prior mentioned individuals have authority to sign or make amendments to the Sole Source and the ADP Justification forms. The Project Director has authority to submit requests for approval of specific travel, Financial and Performance Reports, with the exception of the Closeout Package, which also requires the signature by the Chief Financial Officer of the Subgrant Recipient or authorized designee.

26. Delegation of Signature Authority

When the authorized official of a subgrant recipient or the implementing agency designates some other person signature authority for him/her, the chief officer or elected official must submit to the department a letter or resolution indicating the person given signature authority. The letter indicating delegation of signature authority must be signed by the chief officer or elected official and the person receiving signature authority. The letter must also specify the authority being delegated.

27. Personnel Changes

Upon implementation of the project, in the event there is a change in Chief Executive Officers for the Subgrantee or Implementing Agency, Project Director, or Contact Person, the OCJG must be notified in writing with documentation to include appropriate signatures.

28. Background Check

Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of Chapter 435, Florida Statutes shall apply.

- a. All positions in programs providing care to children, the developmentally disabled, or vulnerable adults for 15 hours or more per week; all permanent and temporary employee positions of the central abuse hotline; and all persons working under contract who have access to abuse records are deemed to be persons and positions of special trust or responsibility and require employment screening pursuant to Chapter 435, F.S., using the level 2 standards set forth in that chapter.
- b. All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.
 - (1) Any person who is required to undergo such a security background investigation and who refuses to cooperate in such investigation or refuses to submit fingerprints shall be disqualified for employment in such position or, if employed, shall be dismissed.
 - (2) Such background investigations shall be conducted at the expense of the employing agency. When fingerprinting is required, the fingerprints of the employee or applicant for employment shall be

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- taken by the employing agency or by an authorized law enforcement officer and submitted to the Department of Law Enforcement for processing and forwarding, when requested by the employing agency, to the United States Department of Justice for processing. The employing agency shall reimburse the Department of Law Enforcement for any costs incurred by it in the processing of the fingerprints.

29. Drug Court Projects

- a. A Drug Court Project funded by the Byrne Formula Grant Program must contain the 10 key elements outlined in the U.S. Department of Justice, Office of Justice Programs, Drug Courts Program Office, program guidelines "Defining Drug Courts: The Key Components", January 1997. This document can be obtained from FDLE, Office of Criminal Justice Grants, at (850) 410-8700.
- b. To ensure more effective management and evaluation of drug court programs, the subgrant recipient agrees that drug court programs funded with this award shall collect and maintain follow-up data on criminal recidivism and drug use relapse of program participation. The data collected must be available to U.S. DOJ and FDLE upon request.

30. Overtime for Law Enforcement Personnel

Prior to obligating funds from this award to support overtime by law enforcement officers, the U.S. Department of Justice encourages consultation with all allied components of the criminal justice system in the affected jurisdiction. The purpose of this consultation is to anticipate and plan for systemic impacts such as increased court dockets and the need for detention space.

31. Criminal Intelligence System

- a. The purpose of the federal regulation published in 28 CFR Part 23 - Criminal Intelligence Systems Operating Policies is to assure that subgrant recipients of federal funds for the principal purpose of operating a criminal intelligence system under the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3701, et seq., as amended, use those funds in conformance with the privacy and constitutional rights of individuals.
- b. The subgrant recipient and a criminal justice agency that is the implementing agency agree to certify that they operate a criminal intelligence system in accordance with *Sections 802(a) and 818(c) of the Omnibus Crime Control and Safe Streets Act of 1968*, as amended and comply with criteria as set forth in *28 CFR Part 23 - Criminal Intelligence Systems Operating Policies* and in the Bureau of Justice Assistance's *Formula Grant Program Guidance*. Submission of this certification is a prerequisite to entering into this agreement.
- c. This certification is a material representation of fact upon which reliance was placed when this agreement was made. If the subgrant recipient or criminal justice agency operates a criminal intelligence system and does not meet Act and federal regulation criteria, they must indicate when they plan to come into compliance. Federal law requires a subgrant-funded criminal intelligence system project to be in compliance with the Act and federal regulation prior to the award of federal funds. The subgrant recipient is responsible for the continued adherence to the regulation governing the operation of the system or faces the loss of federal funds. The Department's approval of the subgrant recipient agreement does not constitute approval of the subgrant-funded development or operation of a criminal intelligence system.

32. Confidential Funds

A signed certification that the project director or the head of the Implementing Agency has read, understands, and agrees to abide by all of the conditions for confidential funds as set forth in the effective edition of OJP's Financial Guide is required from all projects that are involved with confidential funds from either Federal or matching funds. The signed certification must be submitted at the time of grant application.

33. Equal Employment Opportunity (EEO)

- a. No person, on the grounds of race, creed, color or national origin shall be excluded from participation in, be refused benefits of, or otherwise subjected to discrimination under grants awarded pursuant to Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972; The Age Discrimination Act of 1975; and, Department of Justice Non-Discrimination Regulations 28 CFR Part 42, Subparts C, D, E, F, G and H.

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- b. The subgrant recipient and the implementing agency agree to certify that they either do or do not meet EEO program criteria as set forth in Section 501 of The Federal Omnibus Crime Control and Safe Streets Act of 1968, as amended and that they have or have not formulated, implemented and maintained a current EEO Program. Submission of this certification is a prerequisite to entering into this agreement. This certification is a material representation of fact upon which reliance was placed when this agreement was made. If the subgrant recipient or implementing agency meet Act criteria but have not formulated, implemented and maintained such a current written EEO Program, they have 120 days after the date this agreement was made to comply with the Act or face loss of federal funds subject to the sanctions in the Justice System Improvement Act of 1979, Pub. L. 96-157, 42 U.S.C. 3701, et seq. (Reference Section 803 (a) of the Act, 42 U.S.C. 3783 (a) and 28 CFR Section 42.207 Compliance Information).
- c. Any subgrant recipient or implementing agency receiving a single grant award for \$500,000 or more OR an aggregate of grant awards for \$1,000,000 or more during any 18 month period in federal funds, must have approval of its EEO Plan by the U.S. DOJ, Office for Civil Rights (OCR). The subgrantee shall submit its EEO Plan to FDLE, for submittal to the U.S. DOJ, OCR for approval. The submission shall be in both paper copy and electronic format. If the U.S. DOJ, OCR has approved an agency's EEO Plan during the two previous years, it is not necessary to submit another EEO Plan. Instead, the subgrantee need only send a copy of its approval letter from the OCR. However, if the EEO Plan approval is more than two years old, an updated Plan must be submitted.
- d. In the event a Federal or State court of Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

34. Americans with Disabilities Act

Subgrantees must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination by public and private entities on the basis of disability and requires certain accommodations be made with regard to employment (Title I), state and local government services and transportation (Title II), public accommodations (Title III), and telecommunications (Title IV).

35. Immigration and Nationality Act

No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e), Section 274A(e) of the Immigration and Nationality Act ("INA"). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the subgrant recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

36. National Environmental Policy Act (NEPA)

- a. The subgrantee agrees to assist FDLE in complying with the NEPA and other related federal environmental impact analyses requirements in the use of subgrant funds by the subgrantee. This applies to the following new activities whether or not they are being specifically funded with these subgrant funds. That is, it applies as long as the activity is being conducted by the subgrantee or any third party and the activity needs to be undertaken in order to use these subgrant funds,

- (1) New construction;
- (2) Minor renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain;
- (3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; and
- (4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in

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office, household, recreational, or educational environments.

- b. For any of a subgrantee's existing programs or activities that will be funded by these subgrants, the subgrantee, upon specific request from the Department and the U.S. Department of Justice, agrees to cooperate with DOJ in any preparation by DOJ of a national or program environmental assessment of that funded program or activity.

37. Non-Procurement, Debarment and Suspension

The subgrant recipient agrees to comply with Executive Order 12549, Debarment and Suspension (34 CFR, Part 85, Section 85.510, Participant's Responsibilities). These procedures require the subgrant recipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department.

38. Federal Restrictions on Lobbying

- a. Each subgrant recipient agrees to comply with 28 CFR Part 69, "New Restrictions on Lobbying" and shall file the most current edition of the Certification And Disclosure Form, if applicable, with each submission that initiates consideration of such subgrant recipient for award of federal contract, grant, or cooperative agreement of \$100,000 or more; or federal loan of \$150,000 or more.
- b. This certification is a material representation of fact upon which reliance was placed when this agreement was made. Submission of this certification is a prerequisite to entering into this agreement subject to conditions and penalties imposed by Section 1352, Title 31, United States Code. Any person who fails to file the required certification is subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure to file.
- c. The undersigned certifies, to the best of his or her knowledge and belief, that:
 - (1) No federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal loan, the entering into of any renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
 - (2) If any non-federal funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit the standard form, Disclosure of Lobbying Activities, according to its instructions.

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- (3) The undersigned shall require that the language of this certification be included in award documents for all subgrant awards at all tiers and that all subgrant recipients shall certify and disclose accordingly.

39. State Restrictions on Lobbying

In addition to the provisions contained in Item 38 of Section G, Conditions of Acceptance and Agreement, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this contract.

40. "Pay –to-Stay"

Funds from this award may not be used to operate a "pay-to-stay" program in any local jail. Furthermore, no funds may be given to local jails that operate "pay-to-stay" programs. "Local jail", as referenced in this condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. "Pay-to-stay" programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon an offender's apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.

41. Mitigation of Health, Safety and Environmental risks dealing with Clandestine Methamphetamine Laboratories

If an award is made to support methamphetamine laboratory operations the subgrant recipient must comply with this condition, which provides for individual site environmental assessment/impact statements as required under the National Environmental Policy Act.

- a. General Requirement: The subgrantee agrees to comply with Federal, State, and local environmental, health and safety laws and regulations applicable to the investigation and closure of clandestine methamphetamine laboratories and the removal and disposal of the chemicals, equipment, and wastes used in or resulting from the operation of these laboratories.
- b. Specific Requirements: The subgrantee understands and agrees that any program or initiative involving the identification, seizure, or closure of clandestine methamphetamine laboratories can result in adverse health, safety and environmental impacts to (1) the law enforcement and other governmental personnel involved; (2) any residents, occupants, users, and neighbors of the site of a seized clandestine laboratory; (3) the seized laboratory site's immediate and surrounding environment of the site(s) where any remaining chemicals, equipment, and waste from a seized laboratory's operations are placed or come to rest.

Therefore, the subgrantee further agrees that in order to avoid or mitigate the possible adverse health, safety and environmental impacts from any of clandestine methamphetamine operations funded under this award, it will (1) include the nine, below listed protective measures or components; (2) provide for their adequate funding to include funding, as necessary, beyond that provided by this award; and (3) implement these protective measures directly throughout the life of the subgrant. In so doing, the subgrantee understands that it may implement these protective measures directly through the use of its own resources and staff or may secure the qualified services of other agencies, contractor or other qualified third party.

1. Provide medical screening of personnel assigned or to be assigned by the subgrantee to the seizure or closure of clandestine methamphetamine laboratories;
2. Provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and other personnel assigned by the subgrantee to either the seizure or closure of clandestine methamphetamine laboratories;
3. As determined by their specific duties, equip personnel assigned to the project with OSHA required protective wear and other required safety equipment;
4. Assign properly trained personnel to prepare a comprehensive contamination report on each closed laboratory;
5. Employ qualified disposal contractors to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized clandestine laboratory;

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6. Dispose of the chemicals, equipment, and contaminated materials and wastes removed from the sites of seized laboratories at properly licensed disposal facilities or, when allowable, properly licensed recycling facilities;
7. Monitor the transport, disposal, and recycling components of subparagraphs 5. and 6. immediately above in order to ensure proper compliance;
8. Have in place and implement an inter-agency agreement or other form of commitment with a responsible State environmental agency that provides for that agency's (i) timely evaluation of the environmental conditions at and around the site of a closed clandestine laboratory and (ii) coordination with the responsible party, property owner, or others to ensure that any residual contamination is remediated, if necessary, and in accordance with existing State and Federal requirements; and
9. Included among the personnel involved in seizing of clandestine methamphetamine laboratories, or have immediate access to, qualified personnel who can respond to the potential health needs of any offender(s)' children or other children present or living at the seized laboratory site. Response actions should include, at a minimum and as necessary, taking children into protective custody, immediately testing them for methamphetamine toxicity, and arranging for any necessary follow-up medical tests, examinations or health care.

APPENDIX VIII – SOLE SOURCE JUSTIFICATION FOR SERVICES AND EQUIPMENT

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Authorized Official for Subgrant Recipient

Name of Subgrant Recipient: Seminole County

Typed Name: Daryl McLain

Typed Title: Chairman, Seminole County Board of County Commissioners

Signature:

Telephone Number (407) 665-7209

Date: June 10, 2003

1. Briefly describe the proposed contractual services and/or equipment and how it relates to your program.
2. Explain your reasons for proposing to contract with, or purchase from, a non-competitive sole source. Address the expertise of the contractor, management, responsiveness, program knowledge and experience of contract personnel. Also provide the results of a market survey to determine competition availability or address why a market survey was not conducted.
3. Indicate the contract period and explain the potential impact on contract deliverables if due dates are not met. Relate this information to the approval period for your grant award. Estimate the time and cost to hire a competent replacement should the current contractor default.
4. Describe what is unique about the project and the proposed sole source contractor that would warrant a sole source contract.
5. Explain any other points you believe should be covered to support your request for a sole source contract.
6. Make a declaration that the action to be taken is in the "best interest" of the subgrant recipient and the implementing agency.

NOTE:

- If sole source procurement of contractual services and/or equipment is \$100,000 or more, justification for sole source procurement must be submitted to the Department of Law Enforcement for approval.
- All the foregoing components must be addressed. Start on the next page and use continuation pages as necessary.
- If the sole source procurement is less than \$100,000, the applicant may either complete and submit this form for approval or complete the form and maintain it in the program files available for monitoring and for audit.

APPENDIX VIII – SOLE SOURCE JUSTIFICATION FOR SERVICES AND EQUIPMENT

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(Continuation Page 2.)

1. Seminole County proposes to contract with Kids House of Seminole to provide case management services for abused children. Kids House will establish a software program called VAS-C (Victim Assistance Services Tracking System). This will provide for a more seamless system of working with this population and provide for better linkage and communication between all agencies involved. This will also enable Kids House to track and retrieve client demographics, case outcome, and victim information during the time the case is pending and beyond.
2. This Sole Source contract is being proposed because Kids House of Seminole is the only Children's Advocacy Center in the County and has established collaborative agreements with all county law enforcement agencies, the judiciary, social services, the Child Protection Team, and other agencies involved in the Child Protection system within the county. The provider has worked diligently over the past two years to develop these relationships and has demonstrated the ability to respond quickly to needs within the community. Program personnel have a history of working in contractual relationship with Seminole County.
3. The period of this contract will be October 1, 2003 through September 30, 2004. Because there is no other agency available to provide these services with the established linkages it would not be possible to provide these services in other ways. The provider has established funding through the state, local agencies and businesses, and county government.
4. As indicated previously, this contract provides for the implementation of a truly seamless system for addressing child abuse within Seminole County. It not only brings all of the relevant agencies together in a way not previously accomplished, but does so in an environment that is conducive to protecting the rights and feelings of the children involved and reduces the amount of time previously required from the various partners who worked independently of each other. This will be accomplished in a single point of contact.
5. The multi-Discipline Team concept provides the most effective means of gather, reviewing and disbursing information needed to provide services to children, prevent further abuse, and assist in the prosecution of the abuser.
6. This Sole Source Contract will be in the best interest of the subgrant recipient and the implementing agency.

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H. Signature Page

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

Corrections on this page, including
Strikeovers, whiteout, etc. are not acceptable.

State of Florida
Department of Law Enforcement
Office of Criminal Justice Grants

Signature: _____

Typed Name and Title: Clayton H. Wilder, Community Program Administrator

Date: _____

Subgrant Recipient
Authorizing Official of Governmental Unit
(Commission Chairman, Mayor, or Designated Representative)

Typed Name of Subgrant Recipient: Seminole County

Signature: _____

Typed Name and Title: Daryl McLain, Chairman, Seminole Board of County Commissioners

Date: _____

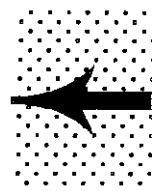
Implementing Agency
Official, Administrator or Designated Representative

Typed Name of Implementing Agency: Department of Community Services

Signature: 

Typed Name and Title: Phillip C. Stalvey, Department Director

Date: 5/22/03



Application for Funding Assistance
Florida Department of Law Enforcement
Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program

Please read instructions before completing this application.

- The term "Department", unless otherwise stated, refers to the Department of Law Enforcement.
- The term "OCJG" refers to the Office of Criminal Justice Grants.
- The term "subgrant recipient" or "subgrantee" refers to the governing body of a city, county, state agency, or an Indian Tribe that performs criminal justice functions as determined by the U.S. Secretary of the Interior.
- The term "implementing agency" is a subordinate agency of a city, county, state agency, or Indian Tribe, or an agency under the direction of an elected official (for example, Sheriff or Clerk of the Court). It may also be an entity eligible to be a subgrantee (ex. City of Live Oak)
- Instructions are incorporated in this document by reference.

A. Subgrant Data									
1. This section to be completed by Subgrantee Continuation of Previous Subgrant? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, enter CJ Contract # of Previous Subgrant <u>SFY 2003 CJ Contract #</u> 2003- CJ - ____ - ____ - ____ - ____		2. This section to be completed by OCJG <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Project ID #</td> <td style="width: 25%;">Program Area #:</td> <td style="width: 50%;">CFDA #: 16.579</td> </tr> <tr> <td colspan="3" style="text-align: center;"> <u>SFY 2004 CJ Contract #</u> 2004 - CJ - ____ - ____ - ____ - ____ </td> </tr> </table>		Project ID #	Program Area #:	CFDA #: 16.579	<u>SFY 2004 CJ Contract #</u> 2004 - CJ - ____ - ____ - ____ - ____		
Project ID #	Program Area #:	CFDA #: 16.579							
<u>SFY 2004 CJ Contract #</u> 2004 - CJ - ____ - ____ - ____ - ____									
B. Applicant Information									
1. Subgrant Recipient (Subgrantee)									
Name of Subgrant Recipient (Unit of Government): Seminole County Government Name of Chief Elected Official / State Agency Head: Daryl McLain Title: Chairman, Seminole Board of County Commissioners Address: 1101 East First Street City, County, State, Zip Code: Sanford, FL 32771 E-mail Address:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">County</td> </tr> <tr> <td style="text-align: center;">Seminole</td> </tr> <tr> <td>Area Code / Phone # (407)665-7201</td> </tr> <tr> <td>SUNCOM # 355-7201</td> </tr> <tr> <td>Area Code / Fax # (407)330-7958</td> </tr> </table>		County	Seminole	Area Code / Phone # (407)665-7201	SUNCOM # 355-7201	Area Code / Fax # (407)330-7958	
County									
Seminole									
Area Code / Phone # (407)665-7201									
SUNCOM # 355-7201									
Area Code / Fax # (407)330-7958									
2. Chief Financial Officer of Subgrant Recipient (Subgrantee)									
Name of Chief Financial Officer: Maryanne Morse Title: Clerk to the Seminole Board of County Commissioners Address: P.O. Drawer C City, County, State, Zip Code: Sanford, FL 32772 E-mail Address:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">County</td> </tr> <tr> <td style="text-align: center;">Seminole</td> </tr> <tr> <td>Area Code / Phone # (407)665-4335</td> </tr> <tr> <td>SUNCOM # 355-4335</td> </tr> <tr> <td>Area Code / Fax # (407)330-7193</td> </tr> </table>		County	Seminole	Area Code / Phone # (407)665-4335	SUNCOM # 355-4335	Area Code / Fax # (407)330-7193	
County									
Seminole									
Area Code / Phone # (407)665-4335									
SUNCOM # 355-4335									
Area Code / Fax # (407)330-7193									
3. Implementing Agency									
Name of Implementing Agency: Seminole County Sheriff's Office Name of Chief Executive Official / State Agency Head / Subgrantee representative (if a subordinate agency of the subgrant recipient): Donald F. Eslinger Title: Sheriff Address: 100 Bush Blvd City, County, State, Zip Code: Sanford, FL 32773 E-mail Address:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">County</td> </tr> <tr> <td style="text-align: center;">Seminole</td> </tr> <tr> <td>Area Code / Phone # (407) 665-6635</td> </tr> <tr> <td>SUNCOM #</td> </tr> <tr> <td>Area Code / Fax # (407)665-6654</td> </tr> </table>		County	Seminole	Area Code / Phone # (407) 665-6635	SUNCOM #	Area Code / Fax # (407)665-6654	
County									
Seminole									
Area Code / Phone # (407) 665-6635									
SUNCOM #									
Area Code / Fax # (407)665-6654									

Application for Funding Assistance
Florida Department of Law Enforcement
Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program

4. Project Director		
Name of Project Director: (Implementing Agency Employee)	Mark Rehder	County
Title:	Captain	Seminole
Address:	100 Bush Blvd	Area Code / Phone # 407.665.2412
City, County, State, Zip Code:	Sanford, FL 32773	SUNCOM #
E-mail Address:	mrehder@seminolesheriff.org	Area Code / Fax # 407.665.6657
5. Contact Person		
Name of Contact Person: (if other than Project Director)	Jolene Schulte	County
Title:	Grant Manager	Seminole
Address:	100 Bush Blvd	Area Code / Phone # 407.665.6742
City, County, State, Zip Code:	Sanford, FL 32773	SUNCOM #
E-mail Address:	jschulte@seminolesheriff.org	Area Code / Fax # 407.665.6585
6. Person Responsible For Financial Reporting (if known)		
Name:	Rob Forlini	County
Title:	Grant Administration Manager	Seminole
Address:	100 Bush Blvd	Area Code / Phone # 407.665.6536
City, County, State, Zip Code:	Sanford, FL 32773	SUNCOM #
E-mail Address:	rforlini@seminolesheriff.org	Area Code / Fax # 407.665.6585
7. Person Responsible For Programmatic Performance Reporting (if known)		
Name:	Mark Rehder	County
Title:	Captain	Seminole
Address:	100 Bush Blvd	Area Code / Phone # 407.665.2412
City, County, State, Zip Code:	Sanford, FL 32773	SUNCOM #
E-mail Address:	mrehder@seminolesheriff.org	Area Code / Fax # 407.665.6657
8. Service Provider Contact Person		
Name:		County
Title:		
Address:		Area Code / Phone #
City, County, State, Zip Code:		SUNCOM #
E-mail Address:		Area Code / Fax #

Application for Funding Assistance Florida Department of Law Enforcement Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program
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C. Administrative Data

- | | | |
|--|---------------------------------------|--------------|
| 1. Project Title: | Seminole County Electronic Monitoring | |
| 2. Identify the year of the project (I, II, III, etc.) | I | |
| 3. Project period
10/01/03-9/30/04 | Start: 10/01/03 | End: 9/30/04 |

D. Fiscal Data

Remit Warrant to: (This may only be either the individual listed in B2 (Subgrantee CFO) or a designee in their office. If B2 is selected, do not reenter the contact information. This is only needed for designee.

B2
OR
DESIGNEE _____
Name:
Title:
Address:
City, State, Zip
Phone Number:

2. Is the subgrantee participating in the State of Florida Comptroller's Office electronic transfer program?
(Reimbursement cannot be remitted to any entity other than the subgrantee.)
Yes _____ No _____

3. Frequency of Fiscal Reporting: Monthly _____ Quarterly XX

4. Subgrant Recipient FEID #: 59- 6000856

5. State Agency SAMAS #: _____

6. Project Generated Income (PGI):
Will the project earn PGI? (See Section G, Item 9.) Yes _____ No X

7. Cash Advance: Will you request an advance?

Yes _____ Amount _____ No X _____

If yes, a letter of request must be submitted with the application or prior to submission of the first claim for reimbursement. Amount requested must be justified and accepted by FDLE.

Application for Funding Assistance
Florida Department of Law Enforcement
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E. Project Narrative

1. **Problem Identification:** Briefly describe a specific problem to be addressed with subgrant funds in terms of Problem Description, Problem Significance and Needs Assessment, as described in the application instructions. Continue narrative on a second page if necessary. Do not exceed two pages. Use a readable size font, per instructions.

Problem Identification:

Seminole County is centrally located in the state and is comprised of seven (7) municipalities and unincorporated areas. The central location coupled with the Interstate 4 high-tech corridor running the length of the county has been a catalyst for major changes in this bedroom community.

The funding outlined in this grant proposal is an enhancement for the Seminole County Sheriff's Office - Criminal Justice Coalition - Neighborhood Enhancement and Eradication of Drugs (CJC-NEED) Project that is ending in 9/2003. This initiative focused on reducing drug/criminal activity through developing interagency, residential and business partnerships throughout the county.

The CJC accomplished many goals during the 4-year project and has established an infrastructure within Seminole County that includes better communication between agencies and the community and dual responses between law enforcement and County/State probation that has resulted in drug seizures and arrests.

We have co-located probation officers within our district offices, shared our computerized reporting system and the probation contacts have increased. In addition, many of the accomplishments from the CJC provided the framework for our recent Official Recognition from the Executive Office of Weed and Seed for 3 separate sites within Seminole County.

In addition, during this grant the CJC also developed an adult pretrial release program, Electronic Monitoring Protection and Crime Tracking (EMPACT), using a satellite-tracking device that monitors the individuals' location throughout the day and compares it to crime locations within the county. The CJC worked with Probation and the Judges to develop an Administrative Order that outlined the offenders that would qualify under this pretrial release project.

We worked with the satellite-tracking provider to develop software that effectively outlines exclusionary zones for each offender and overlays our crime data daily for comparisons.

Since implementation in August, 2002 we have placed 47 defendants on Electronic Monitoring and currently have 12 active participants in our Pilot project. The initial project was developed to help individuals meet bond requirements as an alternative to jail and we are very pleased with the projects potential. The Sheriff's Office monitors the "tracks" daily and provides any violations to probation for follow-up action with the defendant.

However, although we have developed a working infrastructure for the Pre-trial adults, we need to provide this opportunity for more adults (pre-trial and sentenced), and juveniles that are monitored through the Sheriff's Office Juvenile Intensive Community Supervision Unit (ICSU). The ICSU provides Intensive Community Supervision services for all youth within the county that are placed on intensive supervision by the courts, and for delinquents upon their return to the community from high-risk residential commitment programs. This unit is collaboration between the Seminole County Sheriff's Office and the Department of Juvenile Justice. There are approximately 85 youth in this program at all times. All of the youth served by the ICSU are typically youth that pose the highest criminal threat level to public safety. These youth, ages 10 - 17, will be our target population for services under this grant.

While traditional approaches have been effective in reducing overall juvenile crime, data still indicates increases in misdemeanor juvenile substance abuse. ICSU data indicates that approximately 35% of the youth under intensive supervision have substance abuse dependency problems, which can lead to other criminal behaviors.

Application for Funding Assistance
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- 2. Project Description:** Briefly describe proposed project activities. Refer to Appendix II, Part 1, Pages 1-3 for a description of eligible project areas). You should include project goals, administration, enhancement/expansion, staff, service providers, clients or other participants, equipment, location, and expected project results, as described in the application instructions. This section should address the basic points of who, what, when, where, and how. Continue on additional pages if necessary; do not exceed three pages.

Program Description

The funding requested in this project will allow us to provide Electronic Monitoring Devices to approximately 20 individuals 365 days a year. We anticipate throughout the year we will be able to equip a minimum of 30 juveniles through our ICSU and 40 additional adults through the EMPACT program.

The satellite system we currently use is considered passive as the electronic "tracks" are compared with a 24-hour delay to the criminal patterns and exclusionary zones. The cost is \$6.00 per day, per offender.

The adults will be ordered to use electronic monitoring as a condition of bail. Community Service hours may also be ordered either as a special condition of probation or pretrial diversion. Community service must be performed for a tax-supported or tax-exempt entity. Seminole County utilizes over 98 approved sites to refer over 117,000 hours a year of court ordered community service work. Once the offender has the electronic device installed, the "tracks" will be compared daily by the Seminole County Sheriff's Office and any violations or possible hits with a crime scene will be forwarded immediately to Probation and the Sheriff's Office Investigator. The Probation Officer will analyze the information and determine if the offender's probation should be violated.

The use of Electronic Monitoring for juvenile offenders will be new for our agency. We will use our existing software and analyst to determine exclusionary zone violations or possible criminal hits. However, any hits will be provided to the Seminole County Sheriff's Office ICSU where the youth are monitored for probation. The ICSU Juvenile Probation Officers will provide intensive supervision and case management for all youth assigned to the unit. In addition, they will review any "hits" that are forwarded by the analytical unit for possible probationary violations. Youth that are assigned to the ICSU are either placed on community control by the courts or are youth that are returning to the community from high-risk residential commitment programs. The combination of Seminole County Sheriff's Office Deputies working with the Sheriff's Office Juvenile Probation Officers makes the service delivery of the ICSU very effective. Coordination of existing local and state resources optimize the supervision for these youth.

The youth monitored under this program may be sentenced to participate in classes through the Consequence Unit, consisting of five hours of formal classroom education provided by Excel Alternatives, Inc. at the Sheriff's Office ICSU, followed by seven hours of hard, labor-intensive work, such as digging ditches, laying sod and spreading mulch. Any community hours that the youth are committed to serve will also be monitored by the Sheriff's Office Juvenile Probation Officers under the SWEAT (*Sheriff's Work Ethics and Training*) program. The Probation Officers are committed to helping the youth meet these requirements by through approved clean-up projects and graffiti abatement projects.

We believe that the 24-hour response by the Adult Probation Officers and Juvenile Probation Officers to any exclusionary zone violation is a deterrent for the offender to enter those areas. In addition, the ability to overlay criminal activity with offender "tracks" also acts as a deterrent for the offender to commit crimes.

We appreciate the opportunity to participate in this program. Based on the infrastructure we have developed and our experience from the pilot project, we anticipate this project being a great success.

Application for Funding Assistance
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- 3. Program Objectives and Performance Measures:** Up to three types of objectives may be included in this section of your subgrant application, i.e., Uniform Objectives, Project-Specific Objectives and Self-Generated Objectives. If you are proposing a project in one of the Authorized Program Areas with no Uniform Objectives, contact FDLE, Office of Criminal Justice Grants, at (850) 410-8700 for further guidance. Continue on a second page if necessary.

- a. List the number and title of the Program Area to be addressed. Refer to Appendix II, Part II, for a listing of authorized program areas. (Select only **1** Program Area)

(#) **20B** (Title) **Alternatives – Community Service**

- b. List Uniform Objectives first, followed by any other appropriate objectives you may wish to address. If additional objectives are included, please identify whether they are Project Specific or Self-Generated Objectives. Uniform and Project Specific Objectives form the basis for collection of data and quarterly performance reporting.

Uniform Objectives (Mandatory, copy as worded for the program area addressed and include all appropriate questions. Include Objectives from only **1** program area, Objectives from a different program area could be included as Project Specific Objectives).

Identifier	Performance Objectives for Purpose Area 20B – Alternatives – Community Service
-------------------	---

20B.02

Assign Community service work-site hours to 25 offenders.

20B.03

Provide 70 offenders (juvenile and/or adult) with electronic monitoring in lieu of incarceration.

20B.04

Complete 1000 hours for Community Service Projects

Self Generated Objectives:

1.

Provide intensive probation supervision and case management services for 30 youth on electronic monitoring.

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4. **Activity Implementation Schedule.** Complete the Activity Implementation Schedule showing when activities in the Program Description will commence and how the project will progress. This chart benchmarks planned activities, both administrative and programmatic. An "X" has been inserted for reports with mandatory due dates for all projects. Place an additional "X" to indicate times applicable to your project, as illustrated for quarterly program reports. Make a detailed listing of key activities under the heading "Programmatic Activities." Your Quarterly Performance Reports will be reviewed against this schedule.

Subgrant Period (Beginning Date – Ending Date)

Administrative Activities

ACTIVITY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Submit Financial Reimbursement Requests			X			X			X			X
Submit Financial Closeout Package												x
Submit Quarterly Program Reports	X (04)			X (04)			X (04)			X (04)		
Submit Quarterly PGI Reports (If applicable)												

Programmatic Activities

(Continue on a second page if necessary.)

Be sure to include activities mentioned in the Project Description

ACTIVITY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Outfit youth and adults with Elect. Monitoring Devices	X	X	X	X	X	X	X	X	X	X	X	X
Provide case management/intensive supervision	X	X	X	X	X	X	X	X	X	X	X	X
Assist clients in meeting their Community Service Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Analyze track data	X	X	X	X	X	X	X	X	X	X	X	X

Application for Funding Assistance
Florida Department of Law Enforcement
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F. Project Budget

1. Budget Schedule

- a. The Project Budget Schedule includes five Budget Categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay, and Indirect Costs) and Total Project Costs. Total Local Match must be a minimum of 25% of the Total Budget.
- b. Enter the amount of federal, matching, and total funds by budget category that you will use to support project activities. Enter dollar amounts only in applicable categories based on totals from the Budget Narrative and leave others blank. Total Local Match must be a minimum of 25 percent of the Total Budget.
- c. Show all figures rounded to the next highest dollar; do not include cents.
 (Example \$4,505.25 as \$4,506).

Type or Print Dollar Amounts Only in Applicable Categories and Leave Others Blank.

Budget Category	Federal	Match	Total
Salaries And Benefits	14,828.75	4,942.75	19,771.00
Contractual Services			
Expenses	31,671.75	10,557.25	42,229.00
Operating Capital Outlay			
Indirect Costs			
Totals	47,500.00	14,500.00	62,000.00

Application for Funding Assistance
Florida Department of Law Enforcement
Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program

2. Budget Narrative

- a. The Project Budget Narrative may reflect costs in any of the five budget categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay (OCO), Indirect Costs). The Total Project Costs should be included.
- b. You must describe the line items for each applicable budget category for which you are requesting subgrant funding. Provide sufficient detail to show cost relationships to project activities. Reimbursements will only be made for items clearly identified in the budget narrative. Costs must not be allocated or included as a cost to any other federally financed program. (Continue on additional pages if necessary.)

Please respond to the following five items before providing the details of the Budget Narrative.

1. Source of match must be cash and represent no less than twenty-five (25) percent of the project's cost.
 - a. Identify your specific sources of matching funds. **Sheriff's Office General Revenue**
 - b. Is match available at the start of the grant period? **yes**
 - c. If match will be provided from a source other than the subgrant recipient or the implementing agency, how will the match be tracked and verified? (The subgrantee is responsible for compliance.)
2. If Salaries and Benefits are included in the budget as Actual Costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the initial year?

No: XX If no, please explain.

Yes: _____ If yes, please list number and title of position and type of benefits.

Indicate the OCO threshold established by the subgrantee. **\$ 750**

3. If Indirect Cost is included in your budget please indicate the basis for the plan (e.g. percent of salaries and benefits), and provide documentation of the appropriate approval of this plan. **N/A**
4. If the budget includes services based on unit costs, be sure to provide a definition and cost for each service as part of the budget narrative for contractual services. Provide the following information.
 - a. What is the basis for the unit costs?
 - b. How recently was the basis established or updated?

1. SALARIES AND BENEFITS

\$19,771.00

The budget for this program will support additional overtime required by the Probation Officers to implement, supervise and provide case management for youth using this technology.

OVERTIME (Existing positions) **\$15,000**

Benefits (rounded)

FICA (7.65) **1,148**

Retirement (24.15) **3,623**

2. CONTRACTUAL SERVICES

\$.00

3. EXPENSES

\$ 42,229.00

These funds will be used to pay for the daily use of the Electronic Monitoring equipment, Program operating supplies such as software, program literature, computer supplies and Office Supplies. The daily lease cost for the equipment outlined is \$6.00 per day, per unit.

OFFICE SUPPLIES/PRINTING **1,500**

DAILY LEASE ELECTRONIC MONITORING EQUIP **39,729**

SOFTWARE/COMPUTER SUPPLIES **1,000**

4. Capital

\$.00

NOTE: Matching Funds are provided by the Sheriff's Office through the general operating funds.

NOTE: Staff position represented a net personnel increase to the Sheriff's Office.

NOTE: All purchases will be made in accordance with established purchasing policies of the Seminole County Sheriff's Office.

	<u>FEDERAL</u>	<u>MATCH</u>	<u>TOTAL</u>
TOTAL:	47,500.00	14,500.00	62,000.00

Application for Funding Assistance
Florida Department of Law Enforcement
Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program

H. Signature Page

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

**Corrections on this page, including
Strikeovers, whiteout, etc. are not acceptable.**

**State of Florida
Department of Law Enforcement
Office of Criminal Justice Grants**

Signature: _____

Typed Name and Title: Clayton H. Wilder, Community Program Administrator

Date: _____

**Subgrant Recipient
Authorizing Official of Governmental Unit
(Commission Chairman, Mayor, or Designated Representative)**

Typed Name of Subgrant Recipient: Seminole County

Signature: _____

Typed Name and Title: Daryl McLain, Chairman, Seminole Board of County Commissioners

Date: _____

**Implementing Agency
Official, Administrator or Designated Representative**

Type Name of Implementing Agency: Seminole County Sheriff's Office

Signature: _____

Type Name and Title: Donald F. Eslinger, Sheriff

Date: _____

Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program

Please read instructions before completing this application.

- The term **"Department"**, unless otherwise stated, refers to the **Department of Law Enforcement**.
- The term **"OCJG"** refers to the **Office of Criminal Justice Grants**.
- The term **"subgrant recipient"** or **"subgrantee"** refers to the governing body of a city, county, state agency, or an Indian Tribe that performs criminal justice functions as determined by the U.S. Secretary of the Interior.
- The term **"implementing agency"** is a subordinate agency of a city, county, state agency, or Indian Tribe, or an agency under the direction of an elected official (for example, Sheriff or Clerk of the Court). It may also be an entity eligible to be a subgrantee (ex. City of Live Oak)
- Instructions are incorporated in this document by reference.

A. Subgrant Data		2. This section to be completed by OCJG	
1. This section to be completed by Subgrantee Continuation of Previous Subgrant? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, enter CJ Contract # of Previous Subgrant <u>SFY 2003 CJ Contract #</u> <u>2003- CJ -5A -06 - 69 - 01 - 010</u>		Project ID # Program Area # <u>SFY 2004 CJ Contract #</u> 2004 - CJ - ____ - ____ - ____ - ____	CFDA #: 16.579
B. Applicant Information			
1. Subgrant Recipient (Subgrantee)			
Name of Subgrant Recipient (Unit of Government): Seminole County Government Name of Chief Elected Official / State Agency Head: Daryl McLain Title: Chairman, Seminole Board of County Commissioners Address: 1101 East First Street City, County, State, Zip Code: Sanford, FL 32771 E-mail Address:		County Seminole Area Code / Phone # (407)665-7201 SUNCOM # 355-7201 Area Code / Fax # (407)330-7958	
2. Chief Financial Officer of Subgrant Recipient (Subgrantee)			
Name of Chief Financial Officer: Maryanne Morse Title: Clerk to the Seminole Board of County Commissioners Address: P.O. Drawer C City, County, State, Zip Code: Sanford, FL 32772 E-mail Address:		County Seminole Area Code / Phone # (407)665-4335 SUNCOM # 355-4335 Area Code / Fax # (407)330-7193	
3. Implementing Agency			
Name of Implementing Agency: Seminole County Sheriff's Office Name of Chief Executive Official / State Agency Head / Subgrantee representative (if a subordinate agency of the subgrant recipient): Donald F. Eslinger Title: Sheriff Address: 100 Bush Blvd City, County, State, Zip Code: Sanford, FL 32773 E-mail Address:		County Seminole Area Code / Phone # (407) 665-6635 SUNCOM # Area Code / Fax # (407)665-6654	

Application for Funding Assistance Florida Department of Law Enforcement Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program
--

4. Project Director		
Name of Project Director: (Implementing Agency Employee)	Randy Pittman	County
Title:	Captain	Seminole
Address:	100 Bush Blvd	Area Code / Phone #
City, County, State, Zip Code:	Sanford, FL 32773	SUNCOM #
E-mail Address:	rpittman@seminolesheriff.org	Area Code / Fax #
5. Contact Person		
Name of Contact Person: (if other than Project Director)	Jolene Schulte	County
Title:	Grant Manager	Seminole
Address:	100 Bush Blvd	Area Code / Phone # 407.665.6742
City, County, State, Zip Code:	Sanford, FL 32773	SUNCOM #
E-mail Address:	jschulte@seminolesheriff.org	Area Code / Fax # 407.665.6585
6. Person Responsible For Financial Reporting (if known)		
Name:	Rob Forlini	County
Title:	Grant Administration Manager	Seminole
Address:	100 Bush Blvd	Area Code / Phone # 407.665.6536
City, County, State, Zip Code:	Sanford, FL 32773	SUNCOM #
E-mail Address:	rforlini@seminolesheriff.org	Area Code / Fax # 407.665.6585
7. Person Responsible For Programmatic Performance Reporting (if known)		
Name:	Dan Purcell	County
Title:	Sgt., Economic & Computer Crimes	Seminole
Address:	100 Bush Blvd	Area Code / Phone # 407.665.6948
City, County, State, Zip Code:	Sanford, FL 32773	SUNCOM #
E-mail Address:	dpurcell@seminolesheriff.org	Area Code / Fax # 407.665.6657
8. Service Provider Contact Person		
Name:		County
Title:		
Address:		Area Code / Phone #
City, County, State, Zip Code:		SUNCOM #
E-mail Address:		Area Code / Fax #

Application for Funding Assistance Florida Department of Law Enforcement Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program
--

C. Administrative Data

- | | | |
|--|-------------------------------|--------------|
| 1. Project Title: | Computer Crime Investigations | |
| 2. Identify the year of the project (I, II, III, etc.) | III | |
| 3. Project period
10/01/03-9/30/04 | Start: 10/01/03 | End: 9/30/04 |

D. Fiscal Data

Remit Warrant to: (This may only be either the individual listed in B2 (Subgrantee CFO) or a designee in their office. If B2 is selected, do not reenter the contact information. This is only needed for designee.

B2
OR
DESIGNEE _____
Name:
Title:
Address:
City, State, Zip
Phone Number:

2. Is the subgrantee participating in the State of Florida Comptroller's Office electronic transfer program?
(Reimbursement cannot be remitted to any entity other than the subgrantee.)
Yes _____ No _____

3. Frequency of Fiscal Reporting: Monthly _____ Quarterly XX

4. Subgrant Recipient FEID #: 59- 6000856

5. State Agency SAMAS #: _____

6. Project Generated Income (PGI):
Will the project earn PGI? (See Section G, Item 9.) Yes _____ No X

7. Cash Advance: Will you request an advance?

Yes _____ Amount _____ No X _____

If yes, a letter of request must be submitted with the application or prior to submission of the first claim for reimbursement. Amount requested must be justified and accepted by FDLE.

Application for Funding Assistance
Florida Department of Law Enforcement
Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program

E. Project Narrative

- 1. Problem Identification:** Briefly describe a specific problem to be addressed with subgrant funds in terms of Problem Description, Problem Significance and Needs Assessment, as described in the application instructions. Continue narrative on a second page if necessary. Do not exceed two pages. Use a readable size font, per instructions.

Seminole County is located north of Orlando in Central Florida with a total population of approximately 374,000. Although Seminole County has always been the bedroom community to Orlando, we have become home to many "high tech" businesses that have opened along the I-4 Technology Corridor that spans from Tampa through Seminole County, bringing residents that are very comfortable using home and business computers that are used for on-line work and transactions.

Across the nation this trend is growing and the computer use has become an integral part of daily operations. People rely on computer systems to for personal and business transactions that include finances, research information, entertainment, and much more. With an estimated 125 million Internet users currently online, and thousands more joining the Internet each month, the Internet has changed the way we live and do business today.

While the Internet or "world-wide-web" can be a great resource, it has also been compared to a spider's web, catching the innocent along the way. There is a new type of criminal that has identified the Internet as a way to commit crimes against our residents without ever leaving their home. These cyber criminals enter homes and businesses via the computer, stealing our records to commit consumer fraud, Internet auction fraud, credit card fraud, and identity theft. In addition, these criminals are interacting with our children, building trusting relationships so they might meet and exploit an innocent child.

Computer intrusions effect U.S. corporations, large and small businesses, and individual Internet users on a daily basis. In a 1999 survey, the Computer Security Institute estimated the total financial losses by the 163 businesses it surveyed from computer security breaches (intrusions) at \$123.7 million. On an individual level, an intrusion is essentially a burglary to a computer system where ones data, personal information, financial files, and other files are freely viewed by hackers. [Computer Security Institute (CSI), 1999 survey via Louis Freeh, Director of the FBI, President's fiscal year 2000 Budget to Congress].

According to the Internet Fraud Complaint Center (IFCC) Semi-Annual Report, 64% of the complaints reported through them were Auction Fraud. Even worse, Florida ranks SECOND in the U.S. for criminals conducting the fraud within the state. [IFCC, Six-Month Report, May of 2000 to November of 2000] Computer intrusions on business databases happen regularly but may often go unreported to keep up public confidence in their operations. Currently, local operations for community awareness and training on this topic are very minimal and need to be increased to help reducing these crimes.

Locally we see the number of crimes involving on-line computer use is growing and we do not have the personnel to dedicate an investigator to these very specialized crimes. Since

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July of 2000, the active investigations on computer crimes like consumer fraud, Internet auction fraud, credit card fraud, identity theft, and computer intrusions have increased by 200% quarterly. In addition, we have also experienced an increase in child exploitation/pornography complaints, Internet fraud/economic crimes, network intrusions, and other crimes where the Internet or computer system surfaced during the investigation. With documented growing crime trends, the Sheriff's Office has realized the need for computer forensics as a vital asset in criminal investigations.

Finding these cyber criminals is difficult because there are no fingerprints or broken doors to investigate. Traditional investigative protocol and evidence collection does not work in this environment. Computer crimes require the collection of digital evidence to corroborate the facts and circumstances of the case. A forensic examination of the computer system and related media seized during the investigation is crucial to successful prosecution at any level. The Seminole County Sheriff's Office needs a full-time Computer Crime Investigator that is certified to handle forensic and proactive computer crime cases.

With documented growing caseloads on cases involving Internet and computer fraud, the Sheriff's Office has realized the need for computer forensics as a vital asset in criminal investigations. A full-time investigator is needed with an in-depth understanding of computer infrastructure and certified in forensic investigations to ensure that evidence is collected and not inadvertently destroyed while being examined.

Computer crimes are affecting us all either directly or indirectly. These crimes do affect the quality of life for the citizens of Seminole County and require specialized investigative personnel to help us effectively investigate and prosecute these criminals.

Application for Funding Assistance
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- 2. Project Description:** Briefly describe proposed project activities. Refer to Appendix II, Part 1, Pages 1-3 for a description of eligible project areas). You should include project goals, administration, enhancement/expansion, staff, service providers, clients or other participants, equipment, location, and expected project results, as described in the application instructions

This section should address the basic points of who, what, when, where, and how.

Continue on additional pages if necessary; do not exceed three pages.

Funding provided through this grant will provide a new investigative position for the Seminole County Sheriff's Office to provide forensic investigations on computer crimes in Seminole County. These investigations will include child exploitation via the internet, internet/computer related economic crimes, and crimes against computers (intrusions, denial of service, etc.), and identity theft.

Computer Forensics is the technical and investigative process of properly seizing computer systems and related media, creating an exact bit-stream image (copy) of the original media, and examining the data ensuring recovery of applicable files or data for the investigation. This includes recovery of deleted files, encrypted data, password protected files or programs, and presenting the media to the investigator in its original state for proper prosecution and introduction of the evidence in a criminal trial. Although a forensic examination is conducted in most child exploitation or economic crimes involving computer systems as described above, a computer can be used or victimized in other crimes.

In addition, this investigator will assist the Seminole County Crime Prevention Unit in training our personnel and community on tips to avoid being victimized through a computer crime. We will include in our presentations to businesses, schools, neighborhood meetings, and on our website, pertinent information that will help our residents surf the web safely!

The addition of this type of investigation to the Sheriff's Office will give us the ability to effectively apprehend and prosecute these cyber criminals that otherwise might go unchallenged. This investigator will provide a much-needed service to our agency and community, and we will offer forensic evaluation to other agencies on a priority basis.

In the second year of this program we have continued to provide computer forensic services for the Sheriff's Office (7) Municipal law enforcement agencies. We have trained an additional investigator in the field of computer forensics to enhance services and offset the current and future caseloads. We have provided training sessions for both criminal justice agencies and offered continuing education for the community on changing trends and activity. We have referred cases for prosecution, both locally and to other jurisdictions as investigations reveal the appropriate venue within the U.S. or cooperating country.

Entering the 3rd year of funding, the Sheriff's Office is still currently the only local law enforcement agency in the county that has the capability to perform computer forensic investigations. This type of case requires specific expertise in Computer Forensics and the addition of this unit to our agency/county has provided law enforcement new method to corroborate or reveal digital evidence of a crime. A review of our case activity from year two reveals an increasing trend of internet-based frauds and the use of computers and the

<p style="text-align: center;">Application for Funding Assistance Florida Department of Law Enforcement Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program</p>

internet to perpetrate crimes. Requests for examinations and assistance continually increase throughout the Central Florida area from federal, state, and local law enforcement agencies. In addition, we have been assisting the Department of Corrections with computer forensics services in the field for computer-based evidence of probationary violations.

In the 3rd year of this project, we will continue to provide computer forensic investigative services for the Sheriff's Office and (7) Municipal law enforcement agencies. In addition, we will expand this objective to include some investigative assistance for federal, state, and local criminal justice agencies in the recovery of digital evidence. We have increased the number of new internet/computer crime cases we anticipate handling.

We will continue to provide twelve (12) training sessions annually for Sheriff's Office personnel and other law enforcement officers in the field of computer/internet crime and the handling of digital evidence.

Finally, we will continue to refer thirty (30) cases for prosecution. We will also track referrals to other law enforcement agencies as investigations reveal the appropriate venue within the U.S. or cooperating country.

The computer forensic investigative services have been a great asset to Seminole County law enforcement agencies and the communities they serve. Through this program we have reviewed incidents reported to the Sheriff's Office via citizens, other U.S. law enforcement agencies, and the Internet Fraud Complaint Center (IFCC) and find there is a continuing trend of internet-based frauds and the use of computers and the internet to perpetrate crimes. This program would not have been possible without funding through this grant.

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3. Program Objectives and Performance Measures: Up to three types of objectives may be included in this section of your subgrant application, i.e., Uniform Objectives, Project-Specific Objectives and Self-Generated Objectives. If you are proposing a project in one of the Authorized Program Areas with no Uniform Objectives, contact FDLE, Office of Criminal Justice Grants, at (850) 410-8700 for further guidance. Continue on a second page if necessary.

- a. List the number and title of the Program Area to be addressed. Refer to Appendix II, Part II, for a listing of authorized program areas. (Select only 1 Program Area)

(#) **006** (Title) **White Collar Crime**

- b. List Uniform Objectives first, followed by any other appropriate objectives you may wish to address. If additional objectives are included, please identify whether they are Project Specific or Self-Generated Objectives. Uniform and Project Specific Objectives form the basis for collection of data and quarterly performance reporting.

Uniform Objectives (Mandatory, copy as worded for the program area addressed and include all appropriate questions. Include Objectives from only 1 program area, Objectives from a different program area could be included as Project Specific Objectives).

Performance Objectives for Purpose Area
White Collar Crime

Identifier

- 006.03 Perform 125 investigations in computer crime.
Part 1 – During this reporting period, how many NEW investigations were initiated into computer crimes?
[Please describe these new initiatives in the report narrative.]
- 006.05 Conduct 12 criminal justice agency training sessions in computer crime.
Part 1 – During this reporting period how many criminal justice agency training sessions were held?
- 006.07 Refer 30 cases for criminal prosecution.
Part 1 – During this reporting period, how many computer crimes cases were referred for criminal prosecution?
- 006.08 Assist 7 other local law enforcement agencies in the recovery of (computerized) digital information.
Part 1 – During this reporting period, how many local law enforcement agencies received assistance in the recovery of (computerized) digital information?

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4. **Activity Implementation Schedule.** Complete the Activity Implementation Schedule showing when activities in the Program Description will commence and how the project will progress. This chart benchmarks planned activities, both administrative and programmatic. An "X" has been inserted for reports with mandatory due dates for all projects. Place an additional "X" to indicate times applicable to your project, as illustrated for quarterly program reports. Make a detailed listing of key activities under the heading "Programmatic Activities." Your Quarterly Performance Reports will be reviewed against this schedule.

Subgrant Period (Beginning Date – Ending Date)

Administrative Activities

ACTIVITY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Submit Financial Reimbursement Requests			X			X			X			X
Submit Financial Closeout Package	X(04)											
Submit Quarterly Program Reports	X (04)			X (04)			X (04)			X (04)		
Submit Quarterly PGI Reports (If applicable)												

Programmatic Activities

(Continue on a second page if necessary.)

Be sure to include activities mentioned in the Project Description

ACTIVITY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Provide Training for Community Presentations	X	X	X	X	X	X	X	X	X	X	X	X
Provide Training/Interface with Schools	X	X	X	X	X	X	X	X	X	X	X	X
Attend/Host meetings for interaction with other local law enforcement	X	X	X	X	X	X	X	X	X	X	X	X
Attend training relating to internet crime investigations	X	X	X	X	X	X	X	X	X	X	X	X

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F. Project Budget

1. Budget Schedule

- a. The Project Budget Schedule includes five Budget Categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay, and Indirect Costs) and Total Project Costs. Total Local Match must be a minimum of 25% of the Total Budget.
- b. Enter the amount of federal, matching, and total funds by budget category that you will use to support project activities. Enter dollar amounts only in applicable categories based on totals from the Budget Narrative and leave others blank. Total Local Match must be a minimum of 25 percent of the Total Budget.
- c. Show all figures rounded to the next highest dollar; do not include cents.
 (Example \$4,505.25 as \$4,506).

Type or Print Dollar Amounts Only in Applicable Categories and Leave Others Blank.

Budget Category	Federal	Match	Total
Salaries And Benefits	40,716.75	13,572.25	54,289.00
Contractual Services			
Expenses	6,833.25	2,277.75	9,111.00
Operating Capital Outlay			
Indirect Costs			
Totals	47,550.00	15,850.00	63,400.00

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2. Budget Narrative

- a. The Project Budget Narrative may reflect costs in any of the five budget categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay (OCO), Indirect Costs). The Total Project Costs should be included.
- b. You must describe the line items for each applicable budget category for which you are requesting subgrant funding. Provide sufficient detail to show cost relationships to project activities. Reimbursements will only be made for items clearly identified in the budget narrative.
- c. Costs must not be allocated or included as a cost to any other federally financed program.

(Continue on additional pages if necessary.)

Please respond to the following five items before providing the details of the Budget Narrative.

1. Source of match must be cash and represent no less than twenty-five (25) percent of the project's cost.
 - a. Identify your specific sources of matching funds.
Sheriff's Office General Revenue
 - b. Is match available at the start of the grant period? **yes**
 - c. If match will be provided from a source other than the subgrant recipient or the implementing agency, how will the match be tracked and verified? (The subgrantee is responsible for compliance.)
2. If Salaries and Benefits are included in the budget as Actual Costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the initial year?
No: _____ If no, please explain.
Yes: xx If yes, please list number and title of position and type of benefits.
(1) position, Investigator – Computer Crimes – Benefits – FICA/Retirement,
Life/Health/Workers comp
3. Indicate the OCO threshold established by the subgrantee. \$ 750
4. If Indirect Cost is included in your budget please indicate the basis for the plan (e.g. percent of salaries and benefits), and provide documentation of the appropriate approval of this plan.
5. If the budget includes services based on unit costs, be sure to provide a definition and cost for each service as part of the budget narrative for contractual services. Provide the following information.
 - a. What is the basis for the unit costs?
 - b. How recently was the basis established or updated?

Application for Funding Assistance Florida Department of Law Enforcement Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program
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1. SALARIES AND BENEFITS
\$54,289

The budget for this program will support the Salary and benefits of (1) full-time investigative position that will perform computer crime investigations for the Sheriff's Office. Investigations will include consumer fraud, internet auction fraud, credit card fraud, identity theft, computer crimes against children, and computer intrusions. This position represented a net personell increase for the Sheriff's Office.

SALARY (1 Full-time Investigator)	\$38,307
Benefits (rounded)	
FICA (7.65)	2,930
Retirement (20.15%)	9,252
Life/Health/Workers Comp (partial)	3,800.00

2. CONTRACTUAL SERVICES
\$.00
3. EXPENSES
\$ 9,111

Funds are planned to provide office and program supplies/equipment, operational funds, printing, software, program literature, communication fees (pager, phone, internet), Training/Travel, Computer supplies and small computer equipment such as backup hard-drives, cables, tape drive etc for investigations and presentation use, membership/dues, other small operational equipment that may be needed during operations or presentations such as digital video camera etc...

OFFICE SUPPLIES/PRINTING	250
PROGRAM OPERATIONS	500
SOFTWARE	3,400
COMMUNICATION	500
TRAVEL/TRAINING	1,300
Small office equipment	1,961
FUEL	1,200

4. Capital
\$ 0.00

NOTE: Matching Funds are provided by the Sheriff's Office through the general operating funds.

NOTE: Staff position represented a net personnel increase to the Sheriff's Office.

NOTE: All purchases will be made in accordance with established purchasing policies of the Seminole County Sheriff's Office.

Total \$63,400.00

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H. Signature Page

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

Corrections on this page, including
Strikeovers, whiteout, etc. are not acceptable.

State of Florida
Department of Law Enforcement
Office of Criminal Justice Grants

Signature: _____

Typed Name and Title: Clayton H. Wilder, Community Program Administrator

Date: _____

Subgrant Recipient
Authorizing Official of Governmental Unit
(Commission Chairman, Mayor, or Designated Representative)

Typed Name of Subgrant Recipient: Seminole County

Signature: _____

Typed Name and Title: Daryl McLain, Chairman, Seminole Board of County Commissioners

Date: _____

Implementing Agency
Official, Administrator or Designated Representative

Type Name of Implementing Agency: Seminole County Sheriff's Office

Signature: _____

Type Name and Title: Donald F. Eslinger, Sheriff

Date: _____

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Please read instructions before completing this application.

- The term "Department", unless otherwise stated, refers to the Department of Law Enforcement.
- The term "OCJG" refers to the Office of Criminal Justice Grants.
- The term "subgrant recipient" or "subgrantee" refers to the governing body of a city, county, state agency, or an Indian Tribe that performs criminal justice functions as determined by the U.S. Secretary of the Interior.
- The term "implementing agency" is a subordinate agency of a city, county, state agency, or Indian Tribe, or an agency under the direction of an elected official (for example, Sheriff or Clerk of the Court). It may also be an entity eligible to be a subgrantee (ex. City of Live Oak)
- Instructions are incorporated in this document by reference.

A. Subgrant Data												
1. This section to be completed by Subgrantee Continuation of Previous Subgrant? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, enter CJ Contract # of Previous Subgrant <u>SFY 2003 CJ Contract #</u> 2003- CJ - 5A - 06 - 69 - 01 - 009		2. This section to be completed by OCJG <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Project ID #</td> <td style="width: 25%;">Program Area #:</td> <td style="width: 50%;">CFDA #: 16.579</td> </tr> <tr> <td colspan="3" style="text-align: center;">SFY 2004 CJ Contract #</td> </tr> <tr> <td colspan="3" style="text-align: center;">2004 - CJ - - - - -</td> </tr> </table>		Project ID #	Program Area #:	CFDA #: 16.579	SFY 2004 CJ Contract #			2004 - CJ - - - - -		
Project ID #	Program Area #:	CFDA #: 16.579										
SFY 2004 CJ Contract #												
2004 - CJ - - - - -												
B. Applicant Information												
1. Subgrant Recipient (Subgrantee)												
Name of Subgrant Recipient (Unit of Government): Seminole County Government Name of Chief Elected Official / State Agency Head: Daryl McLain Title: Chairman, Seminole Board of County Commissioners Address: 1101 East First Street City, County, State, Zip Code: Sanford, FL 32771 E-mail Address:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">County</td> </tr> <tr> <td style="text-align: center;">Seminole</td> </tr> <tr> <td>Area Code / Phone # (407)665-7201</td> </tr> <tr> <td>SUNCOM # 355-7201</td> </tr> <tr> <td>Area Code / Fax # (407)330-7958</td> </tr> </table>		County	Seminole	Area Code / Phone # (407)665-7201	SUNCOM # 355-7201	Area Code / Fax # (407)330-7958				
County												
Seminole												
Area Code / Phone # (407)665-7201												
SUNCOM # 355-7201												
Area Code / Fax # (407)330-7958												
2. Chief Financial Officer of Subgrant Recipient (Subgrantee)												
Name of Chief Financial Officer: Maryanne Morse Title: Clerk to the Seminole Board of County Commissioners Address: P.O. Drawer C City, County, State, Zip Code: Sanford, FL 32772 E-mail Address:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">County</td> </tr> <tr> <td style="text-align: center;">Seminole</td> </tr> <tr> <td>Area Code / Phone # (407)665-4335</td> </tr> <tr> <td>SUNCOM # 355-4335</td> </tr> <tr> <td>Area Code / Fax # (407)330-7193</td> </tr> </table>		County	Seminole	Area Code / Phone # (407)665-4335	SUNCOM # 355-4335	Area Code / Fax # (407)330-7193				
County												
Seminole												
Area Code / Phone # (407)665-4335												
SUNCOM # 355-4335												
Area Code / Fax # (407)330-7193												
3. Implementing Agency												
Name of Implementing Agency: Seminole County Sheriff's Office Name of Chief Executive Official / State Agency Head / Subgrantee representative (if a subordinate agency of the subgrant recipient): Donald F. Eslinger Title: Sheriff Address: 100 Bush Blvd City, County, State, Zip Code: Sanford, FL 32773 E-mail Address:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">County</td> </tr> <tr> <td style="text-align: center;">Seminole</td> </tr> <tr> <td>Area Code / Phone # (407) 665-6635</td> </tr> <tr> <td>SUNCOM #</td> </tr> <tr> <td>Area Code / Fax # (407)665-6654</td> </tr> </table>		County	Seminole	Area Code / Phone # (407) 665-6635	SUNCOM #	Area Code / Fax # (407)665-6654				
County												
Seminole												
Area Code / Phone # (407) 665-6635												
SUNCOM #												
Area Code / Fax # (407)665-6654												

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4. Project Director		
Name of Project Director: (Implementing Agency Employee)	Randy Pittman	County
Title:	Captain, Diversified Investigative Services	SEMINOLE
Address:	100 Bush Blvd	Area Code / Phone # (407) 665-6605
City, County, State, Zip Code:	Sanford, FL 32773	SUNCOM #
E-mail Address:	thuffman@seminolesheriff.org	Area Code / Fax # (407) 665-6657
5. Contact Person		
Name of Contact Person: (if other than Project Director)	Jolene Schulte	County
Title:	Grant Manager	Seminole
Address:	100 Bush Blvd	Area Code / Phone # 407.665.6742
City, County, State, Zip Code:	Sanford, FL 32773	SUNCOM #
E-mail Address:	jschulte@seminolesheriff.org	Area Code / Fax # 407.665.6585
6. Person Responsible For Financial Reporting (if known)		
Name:	Rob Forlini	County
Title:	Grant Administration Manager	Seminole
Address:	100 Bush Blvd	Area Code / Phone # 407.665.6536
City, County, State, Zip Code:	Sanford, FL 32773	SUNCOM #
E-mail Address:	rforlini@seminolesheriff.org	Area Code / Fax # 407.665.6585
7. Person Responsible For Programmatic Performance Reporting (if known)		
Name:	Dan Purcell	County
Title:	Sgt., Economic & Computer Crimes	Seminole
Address:	100 Bush Blvd	Area Code / Phone # 407.665.6948
City, County, State, Zip Code:	Sanford, FL 32773	SUNCOM #
E-mail Address:	dpurcell@seminolesheriff.org	Area Code / Fax # 407.665.6657
8. Service Provider Contact Person		
Name:		County
Title:		
Address:		Area Code / Phone #
City, County, State, Zip Code:		SUNCOM #
E-mail Address:		Area Code / Fax #

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C. Administrative Data

1. Project Title: **Seminole County Career Criminal Investigations**
2. Identify the year of the project (I, II, III, etc.) **II**
3. Project period

10/01/03-9/30/04	Start: 10/01/03	End: 9/30/04
------------------	-----------------	--------------

D. Fiscal Data

Remit Warrant to: (This may only be either the individual listed in B2 (Subgrantee CFO) or a designee in their office. If B2 is selected, do not reenter the contact information. This is only needed for designee.

B2
OR
DESIGNEE _____
Name:
Title:
Address:
City, State, Zip
Phone Number:

2. Is the subgrantee participating in the State of Florida Comptroller's Office electronic transfer program?
(Reimbursement cannot be remitted to any entity other than the subgrantee.)
Yes _____ No _____

3. Frequency of Fiscal Reporting: Monthly _____ Quarterly XX

4. Subgrant Recipient FEID #: 59- 6000856

5. State Agency SAMAS #: _____

6. Project Generated Income (PGI):
Will the project earn PGI? (See Section G, Item 9.) Yes _____ No X

7. Cash Advance: Will you request an advance?

Yes _____ Amount _____ No X _____

If yes, a letter of request must be submitted with the application or prior to submission of the first claim for reimbursement. Amount requested must be justified and accepted by FDLE.

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E. Project Narrative

- 1. Problem Identification:** Briefly describe a specific problem to be addressed with subgrant funds in terms of Problem Description, Problem Significance and Needs Assessment, as described in the application instructions. Continue narrative on a second page if necessary. Do not exceed two pages. Use a readable size font, per instructions.

Problem Identification:

Repeat Offenders are commonplace in our Criminal Justice system. It has been said that 10% of the offenders are responsible for 90% of the crimes in our society.

In an effort to assist law enforcement and enhance prosecution efforts, Florida Legislators developed legislative criteria that pertained specifically to these repeat offenders, providing enhanced penalties and sentencing when the criteria is met.

The individuals that meet this criterion would be deemed "Habitual Offender/Career Criminal" and meet specific guidelines for Habitual Felony Offender and Habitual Violent Offender. If, during the investigative process it is determined that the offender meets this criteria, information should be relayed to the State Attorney's Office to ensure maximum penalty.

FDLE has developed investigative protocol for using a dedicated investigator to work existing cases and also monitor known Career Criminals for proactive case management (*Career Criminal/Fugitive Apprehension Program*). Currently, due to shortages in investigative personnel, we do not have a dedicated investigator that proactively works Career Criminal cases.

Time is of the essence on these investigations. Once an individual that is arrested accepts a plea, we are unable to prosecute as a Career Criminal, even if they meet all the criteria. On-going interaction with the State Attorneys Office is extremely important to ensure that individuals meeting this criterion receive maximum penalties.

The addition of this investigator will greatly enhance our ability to proactively monitor and investigate the Habitual Offenders in our community.

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- 2. Project Description:** Briefly describe proposed project activities. Refer to Appendix II, Part 1, Pages 1-3 for a description of eligible project areas). You should include project goals, administration, enhancement/expansion, staff, service providers, clients or other participants, equipment, location, and expected project results, as described in the application instructions. This section should address the basic points of who, what, when, where, and how. Continue on additional pages if necessary; do not exceed three pages.

Program Description

Career Criminals are repeat offenders who qualify for enhanced sentencing penalties and who may be designated by a judge as either of two classes: Habitual Felony Offenders and Habitual Violent Offenders.

The Investigator on this grant will be responsible for identifying those offenders who qualify as Career Criminals, assisting the State Attorneys Office in their prosecution, and proactively tracking and monitoring these offenders when they're not in custody. We will develop a tracking system that will categorize the offenders and provide information that will be extremely important when they commit their next offense. Access to this critical information by our patrol deputies will provide historical data during investigations and will provide additional insight for cases where probable cause or a warrant exist. If no arrest is made by patrol, information will be forwarded to the Career Criminal Investigator for documentation.

When a subject that is identified through the tracking system is arrested, the Career Criminal Unit investigator will be notified as soon as possible to ensure that comprehensive data is collected. Data analyzed will reflect the subject's instant (current) charges, past adjudications, offender level, and other factors to determine if Career Criminal status is warranted.

If the investigator determines the instant offense combined with past adjudications and other mitigating circumstances qualifies the subject for Habitual Offender status, the investigator will indicate so on the arrest affidavits to notify the intake State Attorney, Public Defender, Judge, and the Clerk of the Court that the Sheriff's Office intends to pursue the subject as a Career Criminal. After final determination is made whether Habitual Offender/Career Criminal sentencing can be pursued successfully; we will forward cases to the Career Criminal Section of the State Attorney's Office.

In year 1 of this project, the career criminal investigator has developed a partnership with the State Attorney Office, Career Criminal Unit and the Seminole County law enforcement agencies for those repeat offenders meeting this criteria, providing enhanced penalties and sentencing. A Memorandum of Understanding has been prepared and is under review by the State Attorney for the 18th Judicial Circuit and the Sheriff of Seminole County. This Memorandum of Understanding will strengthen the progressive concepts of criminal prosecution involving Career Criminals throughout Seminole County.

In year (2) of this project, the funding outlined will continue to provide investigative assistance to the State Attorney's Office and Seminole County law enforcement agencies as originally outlined in this project. In addition, this cooperation will be expanded further to help organize and establish a structured group within Seminole County law enforcement agencies, to assist in tracking and monitoring serious offenders throughout Seminole County. This infrastructure will be established through the Sheriff's Office, Career Criminal Unit, designated as Serious Offender Response Team (S.O.R.T.).

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3. **Program Objectives and Performance Measures:** Up to three types of objectives may be included in this section of your subgrant application, i.e., Uniform Objectives, Project-Specific Objectives and Self-Generated Objectives. If you are proposing a project in one of the Authorized Program Areas with no Uniform Objectives, contact FDLE, Office of Criminal Justice Grants, at (850) 410-8700 for further guidance. Continue on a second page if necessary.

- a. List the number and title of the Program Area to be addressed. Refer to Appendix II, Part II, for a listing of authorized program areas. (Select only 1 Program Area)

(#) **008** (Title) Career **Criminal Prosecution**

- b. List Uniform Objectives first, followed by any other appropriate objectives you may wish to address. If additional objectives are included, please identify whether they are Project Specific or Self-Generated Objectives. Uniform and Project Specific Objectives form the basis for collection of data and quarterly performance reporting.

Uniform Objectives (Mandatory, copy as worded for the program area addressed and include all appropriate questions. Include Objectives from only **1** program area, Objectives from a different program area could be included as Project Specific Objectives).

Identifier	Performance Objectives for Purpose Area 008 Career Criminal Prosecution
008.01	Conduct a review of 100 felony cases to determine if career criminal criteria are met. Part 1 – During this reporting period, how many cases were reviewed to determine if career criminal criteria was met?
008.02	Refer 50 cases for prosecution to the State Attorney. Part 1 – During this reporting period, how many offenders were prosecuted as career criminals?

Self Generated Objectives:

1. Hold monthly meetings for case review with the State Attorney.

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4. **Activity Implementation Schedule.** Complete the Activity Implementation Schedule showing when activities in the Program Description will commence and how the project will progress. This chart benchmarks planned activities, both administrative and programmatic. An "X" has been inserted for reports with mandatory due dates for all projects. Place an additional "X" to indicate times applicable to your project, as illustrated for quarterly program reports. Make a detailed listing of key activities under the heading "Programmatic Activities." Your Quarterly Performance Reports will be reviewed against this schedule.

Subgrant Period (Beginning Date – Ending Date)

Administrative Activities

ACTIVITY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Submit Financial Reimbursement Requests			X			X			X			X
Submit Financial Closeout Package	X(04)											
Submit Quarterly Program Reports	X (04)			X (04)			X (04)			X (04)		
Submit Quarterly PGI Reports (If applicable)												

Programmatic Activities

(Continue on a second page if necessary.)

Be sure to include activities mentioned in the Project Description

ACTIVITY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Work with State Attorney's Office	X	X	X	X	X	X	X	X	X	X	X	X
Perform Investigations	X	X	X	X	X	X	X	X	X	X	X	X
Attend/Host meetings for interaction with other local law enforcement	X			X			X			X		

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F. Project Budget

1. Budget Schedule

- a. The Project Budget Schedule includes five Budget Categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay, and Indirect Costs) and Total Project Costs. Total Local Match must be a minimum of 25% of the Total Budget.
- b. Enter the amount of federal, matching, and total funds by budget category that you will use to support project activities. Enter dollar amounts only in applicable categories based on totals from the Budget Narrative and leave others blank. Total Local Match must be a minimum of 25 percent of the Total Budget.
- c. Show all figures rounded to the next highest dollar; do not include cents.
(Example \$4,505.25 as \$4,506).

Type or Print Dollar Amounts Only in Applicable Categories and Leave Others Blank.

Budget Category	Federal	Match	Total
Salaries And Benefits	40,716.75	13,572.25	54,289.00
Contractual Services			
Expenses	5,783.25	1,927.75	7,711.00
Operating Capital Outlay			
Indirect Costs			
Totals	47,500.00	14,500.00	62,000.00

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2. Budget Narrative

- a. The Project Budget Narrative may reflect costs in any of the five budget categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay (OCO), Indirect Costs). The Total Project Costs should be included.
- b. You must describe the line items for each applicable budget category for which you are requesting subgrant funding. Provide sufficient detail to show cost relationships to project activities. Reimbursements will only be made for items clearly identified in the budget narrative.
- c. Costs must not be allocated or included as a cost to any other federally financed program.

(Continue on additional pages if necessary.)

Please respond to the following five items before providing the details of the Budget Narrative.

1. Source of match must be cash and represent no less than twenty-five (25) percent of the project's cost.
 - a. Identify your specific sources of matching funds.
Sheriff's Office General Revenue
 - b. Is match available at the start of the grant period? **yes**
 - c. If match will be provided from a source other than the subgrant recipient or the implementing agency, how will the match be tracked and verified? (The subgrantee is responsible for compliance.)
2. If Salaries and Benefits are included in the budget as Actual Costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the initial year?
No: _____ If no, please explain.

Yes: xx If yes, please list number and title of position and type of benefits.
(1) position, Investigator – Career Criminal – Benefits – FICA/Retirement,
Life/Health/Workers comp
3. Indicate the OCO threshold established by the subgrantee. \$ 750
4. If Indirect Cost is included in your budget please indicate the basis for the plan (e.g. percent of salaries and benefits), and provide documentation of the appropriate approval of this plan.

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5. If the budget includes services based on unit costs, be sure to provide a definition and cost for each service as part of the budget narrative for contractual services. Provide the following information.
- a. What is the basis for the unit costs?
 - b. How recently was the basis established or updated?

1. SALARIES AND BENEFITS **\$54,289**

The budget for this program will support the Salary and benefits of a new full-time investigative position that will perform career criminal investigations for the Sheriff's Office. Investigations will include working in depth with the State Attorneys Office to ensure maximum sentencing for these repeat offenders.

SALARY (1 Full-time Investigator)	\$38,307
Benefits (rounded)	
FICA (7.65)	2,930
Retirement (24.15)	9,252
Life/Health/Workers Comp (partial)	3,800

2. CONTRACTUAL SERVICES **\$.00**

3. EXPENSES **\$ 7,711**

These funds will be used to purchase office and program supplies/equipment, operational funds, printing, software, program literature, communication fees, (pager, phone, internet), computer supplies and peripheral equip, membership/dues, training with related travel and/or per diem, and other operational equipment necessary for operations.

OFFICE SUPPLIES/PRINTING	250
PROGRAM OPERATIONS	1,200
SOFTWARE/COMPUTER SUPPLIES	1,500
COMMUNICATION	500
TRAVEL/TRAINING	1,300
SMALL OFFICE/COMPUTER EQUIP	1,761
FUEL	1,200

4. Capital **\$.00**

NOTE: *Matching Funds are provided by the Sheriff's Office through the general operating fund and other local funds.*

NOTE: *Staff positions represented a net personnel increase to the Sheriff's Office*

NOTE: *All purchases will be made in accordance with established purchasing policies of the Seminole County Sheriff's Office .*

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H. Signature Page

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

**Corrections on this page, including
Strikeovers, whiteout, etc. are not acceptable.**

**State of Florida
Department of Law Enforcement
Office of Criminal Justice Grants**

Signature: _____

Typed Name and Title: Clayton H. Wilder, Community Program Administrator

Date: _____

**Subgrant Recipient
Authorizing Official of Governmental Unit
(Commission Chairman, Mayor, or Designated Representative)**

Typed Name of Subgrant Recipient: Seminole County

Signature: _____

Typed Name and Title: Daryl McLain, Chairman, Seminole Board of County Commissioners

Date: _____

**Implementing Agency
Official, Administrator or Designated Representative**

Type Name of Implementing Agency: Seminole County Sheriff's Office

Signature: _____

Type Name and Title: Donald F. Eslinger, Sheriff

Date: _____

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Please read instructions before completing this application.

- The term "Department", unless otherwise stated, refers to the Department of Law Enforcement.
- The term "OCJG" refers to the Office of Criminal Justice Grants.
- The term "subgrant recipient" or "subgrantee" refers to the governing body of a city, county, state agency, or an Indian Tribe that performs criminal justice functions as determined by the U.S. Secretary of the Interior.
- The term "implementing agency" is a subordinate agency of a city, county, state agency, or Indian Tribe, or an agency under the direction of an elected official (for example, Sheriff or Clerk of the Court). It may also be an entity eligible to be a subgrantee (ex. City of Live Oak)
- Instructions are incorporated in this document by reference.

A. Subgrant Data									
1. This section to be completed by Subgrantee Continuation of Previous Subgrant? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, enter CJ Contract # of Previous Subgrant <u>SFY 2003 CJ Contract #</u> 2003- CJ - ____ - ____ - ____ - ____		2. This section to be completed by OCJG <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Project ID #</td> <td style="width: 20%;">Program Area #:</td> <td style="width: 60%;">CFDA #: 16.579</td> </tr> <tr> <td colspan="3" style="text-align: center; padding: 5px;"> SFY 2004 CJ Contract # 2004 - CJ - ____ - ____ - ____ - ____ </td> </tr> </table>		Project ID #	Program Area #:	CFDA #: 16.579	SFY 2004 CJ Contract # 2004 - CJ - ____ - ____ - ____ - ____		
Project ID #	Program Area #:	CFDA #: 16.579							
SFY 2004 CJ Contract # 2004 - CJ - ____ - ____ - ____ - ____									
B. Applicant Information									
1. Subgrant Recipient (Subgrantee)									
Name of Subgrant Recipient (Unit of Government): Seminole County Government Name of Chief Elected Official / State Agency Head: Daryl McLain Title: Chairman, Seminole Board of County Commissioners Address: 1101 East First Street City, County, State, Zip Code: Sanford, Fla 32771 E-mail Address:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;"> County <u>SEMINOLE</u> </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Area Code / Phone # 407-665-7201 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> SUNCOM # 355-7201 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Area Code / Fax # 407-665-7958 </td> </tr> </table>		County <u>SEMINOLE</u>	Area Code / Phone # 407-665-7201	SUNCOM # 355-7201	Area Code / Fax # 407-665-7958		
County <u>SEMINOLE</u>									
Area Code / Phone # 407-665-7201									
SUNCOM # 355-7201									
Area Code / Fax # 407-665-7958									
2. Chief Financial Officer of Subgrant Recipient (Subgrantee)									
Name of Chief Financial Officer: Maryanne Morse Title: Clerk to the Seminole Board of County Commissioners Address: PO Drawer C City, County, State, Zip Code: Sanford, Florida 32772 E-mail Address:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;"> County <u>SEMINOLE</u> </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Area Code / Phone # 407-665-4335 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> SUNCOM # 355-4335 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Area Code / Fax # 407-330-7193 </td> </tr> </table>		County <u>SEMINOLE</u>	Area Code / Phone # 407-665-4335	SUNCOM # 355-4335	Area Code / Fax # 407-330-7193		
County <u>SEMINOLE</u>									
Area Code / Phone # 407-665-4335									
SUNCOM # 355-4335									
Area Code / Fax # 407-330-7193									
3. Implementing Agency									
Name of Implementing Agency: Altamonte Springs Police Department Name of Chief Executive Official / State Agency Head / Subgrantee representative (if a subordinate agency of the subgrant recipient): Robert C. Merchant, Jr. Title: Chief Address: 175 Newburyport Avenue City, County, State, Zip Code: Altamonte Springs, FL 32701 E-mail Address: merchant@aspd.org		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;"> County <u>SEMINOLE</u> </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Area Code / Phone # 407-571-8191 </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> SUNCOM # </td> </tr> <tr> <td style="text-align: center; padding: 5px;"> Area Code / Fax # 407-571-8193 </td> </tr> </table>		County <u>SEMINOLE</u>	Area Code / Phone # 407-571-8191	SUNCOM #	Area Code / Fax # 407-571-8193		
County <u>SEMINOLE</u>									
Area Code / Phone # 407-571-8191									
SUNCOM #									
Area Code / Fax # 407-571-8193									

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4. Project Director		
Name of Project Director: (Implementing Agency Employee)	Shelli Walters	County
Title:	Commander	<u>SEMINOLE</u>
Address:	175 Newburyport Avenue	Area Code / Phone # 407-571-8309
City, County, State, Zip Code:	Altamonte Springs, FL 32701	SUNCOM #
E-mail Address:	walters@aspd.org	Area Code / Fax # 407-571-8193
5. Contact Person		
Name of Contact Person: (if other than Project Director)	Dale Picou	County
Title:	Lieutenant	<u>SEMINOLE</u>
Address:	175 Newburyport Avenue	Area Code / Phone # 407-571-8226
City, County, State, Zip Code:	Altamonte Springs, FL 32701	SUNCOM #
E-mail Address:	picou@aspd.org	Area Code / Fax # 407-571-8193
6. Person Responsible For Financial Reporting (if known)		
Name:	Dale Picou	County
Title:	Lieutenant	<u>SEMINOLE</u>
Address:	175 Newburyport Avenue	Area Code / Phone # 407-571-8226
City, County, State, Zip Code:	Altamonte Springs, FL 32701	SUNCOM #
E-mail Address:	picou@aspd.org	Area Code / Fax # 407-571-8193
7. Person Responsible For Programmatic Performance Reporting (if known)		
Name:	Cam McCoy	County
Title:	Deputy Finance Director	<u>SEMINOLE</u>
Address:	175 Newburyport Avenue	Area Code / Phone # 407-571-8093
City, County, State, Zip Code:	Altamonte Springs, FL 32701	SUNCOM #
E-mail Address:	CamM@aspd.org	Area Code / Fax # 407-571-8193
8. Service Provider Contact Person		
Name:		County
Title:		
Address:		Area Code / Phone #
City, County, State, Zip Code:		SUNCOM #
E-mail Address:		Area Code / Fax #

Application for Funding Assistance Florida Department of Law Enforcement Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program
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C. Administrative Data

- | | | |
|--|--------------------------------|--------------|
| 1. Project Title: | In Car Cameras Catch Criminals | |
| 2. Identify the year of the project (I, II, III, etc.) | I | |
| 3. Project period | Start: 10/1/2003 | End: 9/30/04 |

D. Fiscal Data

Remit Warrant to: (This may only be either the individual listed in B2 (Subgrantee CFO) or a designee in their office. If B2 is selected, do not reenter the contact information. This is only needed for designee.

B2 OR DESIGNEE <input type="checkbox"/>	<u>Designee</u> Cam McCoy DEPUTY FINANCE DIRECTOR 175 Newburyport Avenue Altamonte Springs, FL 32701 407 -571-8093
Name:	
Title:	
Address:	
City, State, Zip	
Phone Number:	

2. Is the subgrantee participating in the State of Florida Comptroller's Office electronic transfer program? (Reimbursement cannot be remitted to any entity other than the subgrantee.)
 Yes ☒ No ☐

3. Frequency of Fiscal Reporting: Monthly ☐ Quarterly ☒

4. Subgrant Recipient FEID #: 59- 6000263

5. State Agency SAMAS #: _____

6. Project Generated Income (PGI):
 Will the project earn PGI? (See Section G, Item 9.) Yes ☐ No ☒

7. Cash Advance: Will you request an advance?

Yes ☐ Amount _____ No ☒

If yes, a letter of request must be submitted with the application or prior to submission of the first claim for reimbursement. Amount requested must be justified and accepted by FDLE.

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E. Project Narrative

- 1. Problem Identification:** Briefly describe a specific problem to be addressed with subgrant funds in terms of Problem Description, Problem Significance and Needs Assessment, as described in the application instructions. Continue narrative on a second page if necessary. Do not exceed two pages. Use a readable size font, per instructions.

Problem Description: In Altamonte Springs there has been an increase in people driving under the influence, increase in alcohol related crimes while operating a motor vehicle, and decrease in successful prosecution for the people who are arrested for driving under the influence.

Increase the prosecution rate for all alcohol related traffic incidents by installing in car video camera's in marked patrol vehicles. The video documentation will depict the violation of the driver, actions of the driver, visual proof of the roadside assessment, and a visual of the location of the stop/assessment therefore juries and judges can see for themselves the degree of impairment when the traffic stop occurred.

Problem Significance: Everyone is a potential victim of a person that is driving under the influence. The innocent child waiting for the school bus, the elderly person crossing the road, a family driving down the road to church, and the police officer patrolling the streets of the city, protecting and serving. Altamonte Springs has three major thoroughfares running through our City. State Road 436, State Road 434 and Interstate 4 runs right down the middle of our City. Millions of people per day travel these roadways to work, Altamonte Mall, church, and back home. Altamonte Springs Police Department through criminal statistics show five hundred eighty-three (583) driving under influence arrests since 1999, six thousand four hundred eighty (6480) other arrests for crimes possibly involving drugs and alcohol since 1999. Since 1999, the Altamonte Springs Police Department has documented 230,623 contacts with citizens, either through calls for service, traffic stops, or officer initiated activities involving the potential for alcohol to be a contributing factor.

The Altamonte Springs Police Department is aggressive in our approach to stopping drunk drivers. In-car video cameras will let the officers' document crimes with a video account of the traffic violations/infraction, roadside sobriety assessments, driving patterns, and actions of the driver after the traffic stop. There are 23 certified breath test officers working for different division and working different shifts throughout the department.

The departments Selective Traffic Enforcement Programs (S.T.E.P.) was created many years ago to systematically address problem areas identified through both officers and citizens. In 2002, the S.T.E.P. program was revised to include greater accountability of enforcement locations through documentation. Zone books are now maintained by each traffic officer including: all current S.T.E.P. locations, previous month high crash locations, and enforcement documentation.

Needs Assessment: The 2001 Florida crash data indicates that 15.14% of the crashes in Altamonte Springs are alcohol related. This is the highest percentage of all municipalities in the county and is more than double the County average of 7.20%. The State of Florida alcohol related crash data for the same period is 9.49%.

At this time, the police department has one in car video camera due to budget restraints. On every shift we have seven to ten officers on the road. One officer per shift has the ability to utilize this highly needed piece of equipment. The documentation necessity for the successful prosecution for driving under the influence has grown through the years and the officers' testimony need visual assistance to gain a guilty verdict. With the addition of these in car cameras we can place an in car camera vehicle on each side of the City for professional documentation on crimes regarding alcohol and motor vehicles.

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2. **Project Description:** Briefly describe proposed project activities. Refer to Appendix II, Part 1, Pages 1-3 for a description of eligible project areas). You should include project goals, administration, enhancement/expansion, staff, service providers, clients or other participants, equipment, location, and expected project results, as described in the application instructions

This section should address the basic points of who, what, when, where, and how. Continue on additional pages if necessary; do not exceed three pages.

One of the Altamonte Springs Police departments' goal's is to make the roads safer, reduce personal injury accidents related to alcohol and violations of motor vehicle laws, and reduce all criminal and civil violations of all traffic laws. These goals are achieved through the departments programs based upon innovated methods of Enforcement, Engineering, and Education. It is the responsibility of the entire police department to identify locations of prominent motor vehicle violations and take aggressive steps to reduce the likelihood of future violations.

The short term goal is to show an initial increase of driving under the influence arrests and successful prosecution. Then show the prevention awareness programs, aggressive targeting of locations, and engineering programs have been successful due to less violations documented in the troubled areas. Altamonte Springs Police department has already established benchmarks for these areas and will be able to easily show the success of the in car cameras in all three methods, Enforcement, Engineering, and Education.

S.O.S. Program (Stop or Sign) – This program specifically targets red light/stop sign violations and is operated in a zero tolerance manner. Using crash statistics and S.T.E.P. complainants, officers are encouraged to perform weekly operations that focus on these specific violations. Officers are equipped with a video camera and will establish a vantage point where one officer can witness a violation on video. Then the violator data is radioed to officers positioned to take enforcement action. During S.O.S. programs, officers adopt a zero tolerance policy towards any violation of a red light or stop sign. The final goal of this program is to radically reduce the violations of red light and stop signs.

This program primarily is for traffic motorcycle officers but can be implemented in every law enforcement division.

Accident Reduction Program - On a monthly basis, the top five accident locations are recognized as priority for enforcement. Instead of establishing a specific number as the benchmark to classify a highest location, the "Accident Reduction Program" focuses on any intersection currently having the highest crash frequency.

Therefore, there may be instances where an intersection only experiences 3 accidents for the entire month; however, if this number is identified as the high, this program strategy is applied with the same intensity as if the average was 15 for the month.

The initial step to success with this program is providing applicable, current information to each traffic officer. The monthly report, created to identify accident reduction locations, is provided to each traffic officer with a break down of a total number of accidents, times of occurrences, and days of the week.

Once at a particular location, high officer visibility and zero tolerance towards infractions is the most effective counter measure to crash occurrences. The officer will utilize the in car video camera to video tape the daily traffic movement and violations being conducted. Then the video tape will be viewed by all officer at briefing to give visual instruction on the location and which violations are being made at specific times. The final goal of this

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program is to radically reduce accidents in our city.

Driving Under the Influence (DUI) Enforcement – Although each and every shift, officers are aggressively looking for the violation of DUI, this program will encompass a 12-month effort where officers designate one DUI night per month. In car cameras will be utilized by all officers conducting this special focus night. In car cameras should increase the prosecution rate due to vital evidence being recovered for all judges/juries to view. Officers spotlight the detection and arrest of DUI offenders and simultaneously adopt a zero tolerance policy against any traffic violation, especially moving and equipment violations.

Community Traffic Safety Team (CTST) - This team started in Florida as a unified, multi-agency effort from various disciplines to reduce vehicle crash rates. By using the team approach and combining law enforcement, emergency medical services, public education and engineering efforts, the agencies involved in traffic safety can address: road improvements, driver education and enhanced response times.

As members of the Seminole County CTST, there were 57 multi-agency activities during the 2001 calendar year. These activities included Safety Check Points and Wolfpack enforcement operations.

In car cameras will be utilized to assist in all CTST activities wherever they occurred within the county. We will be able to assist any agency which is a member of CTST to correct some traffic enforcement deploying our in car cameras and established programs. The final goal of this program is build a inter-agency relationship to reduce traffic violations throughout our County.

Child Passenger Safety Check Programs – This is a Public Awareness program established by the Altamonte Springs Fire department and is now ran by the police department. The police department presently has members who are state certified seatbelt technicians. This program checks all child restraint devices and seat belts for any citizen that wants this evaluation of their belts.

Railroad Safety Program - This is a Public Safety program which officers are trained to teach railroad safety in a classroom setting, prepared to share railroad safety during future Neighborhood Watch Meetings, and local high school students of driving age.

Neighborhood Watch Meetings - Police officers are presently working on a formal presentation on driving safety to specifically address audiences of Neighborhood Watch Meetings and students attending driver's education class at local high schools. The presentation is being designed so that any traffic officer will be able to present the information in classroom environment.

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3. Program Objectives and Performance Measures: Up to three types of objectives may be included in this section of your subgrant application, i.e., Uniform Objectives, Project-Specific Objectives and Self-Generated Objectives. If you are proposing a project in one of the Authorized Program Areas with no Uniform Objectives, contact FDLE, Office of Criminal Justice Grants, at (850) 410-8700 for further guidance. Continue on a second page if necessary.

- a. List the number and title of the Program Area to be addressed. Refer to Appendix II, Part II, for a listing of authorized program areas. (Select only 1 Program Area)

(#)22 DUI Enforcement and Prosecution

- b. List Uniform Objectives first, followed by any other appropriate objectives you may wish to address. If additional objectives are included, please identify whether they are Project Specific or Self-Generated Objectives. Uniform and Project Specific Objectives form the basis for collection of data and quarterly performance reporting.

Uniform Objectives (Mandatory, copy as worded for the program area addressed and include all appropriate questions. Include Objectives from only 1 program area, Objectives from a different program area could be included as Project Specific Objectives).

- 022.03 Conduct 18 DUI motor vehicle checkpoint stops, increase of 6 checkpoints in 2002.
- 022.04 Conduct 12 Child Passenger Safety Check days, 4 Railroad Safety Programs, attend 75% of all Neighborhood Watch Meetings throughout the city. The increase is in the Neighborhood Watch Meetings, now it is at 50%.
- 022.05 Train all new hired officers within the first 20 weeks of employment in the proper use and operation of evidentiary breath test instrument. Increase the Breath Intoxilyzer Inspector by one, at this time we have one inspector.

Self – Generated Objective

1. Arrest 162 offenders for Driving Under the Influence, this is a 10% increase from 2002 statistics.
2. Increase prosecution rate by 5% from 2002 for driving under the influence.

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4. **Activity Implementation Schedule.** Complete the Activity Implementation Schedule showing when activities in the Program Description will commence and how the project will progress. This chart benchmarks planned activities, both administrative and programmatic. An "X" has been inserted for reports with mandatory due dates for all projects. Place an additional "X" to indicate times applicable to your project, as illustrated for quarterly program reports. Make a detailed listing of key activities under the heading "Programmatic Activities." Your Quarterly Performance Reports will be reviewed against this schedule.

Subgrant Period (Beginning Date – Ending Date)

Administrative Activities

ACTIVITY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Submit Financial Reimbursement Requests	x											
Submit Financial Closeout Package				x								
Submit Quarterly Program Reports	X (04)			X (04)			X (04)			X (04)		
Submit Quarterly PGI Reports (If applicable)				x				x				x

Programmatic Activities

(Continue on a second page if necessary.)

Be sure to include activities mentioned in the Project Description

ACTIVITY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
S.O.S. Program (Stop or Sign)	X	X	X	X	X	X	X	X	X	X	X	X
Neighborhood Watch Meetings				X				X				X
Railroad Safety Program						x						x
Child Passenger Safety Check Programs	X	X	X	X	X	X	X	X	X	X	X	X
Community Traffic Safety Team (CTST)						x						
Driving Under the Influence (DUI) Enforcement				X				X				X
Accident Reduction Program						x						x

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F. Project Budget

1. Budget Schedule

- a. The Project Budget Schedule includes five Budget Categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay, and Indirect Costs) and Total Project Costs. Total Local Match must be a minimum of 25% of the Total Budget.
- b. Enter the amount of federal, matching, and total funds by budget category that you will use to support project activities. Enter dollar amounts only in applicable categories based on totals from the Budget Narrative and leave others blank. Total Local Match must be a minimum of 25 percent of the Total Budget.
- c. Show all figures rounded to the next highest dollar; do not include cents.
 (Example \$4,505.25 as \$4,506).

Type or Print Dollar Amounts Only in Applicable Categories and Leave Others Blank.

Budget Category	Federal	Match	Total
Salaries And Benefits			
Contractual Services			
Expenses			
Operating Capital Outlay	18,963.00	6,321.00	25,284.00
Indirect Costs			
Totals	18,963.00	6,321.00	25,284.00

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2. Budget Narrative

- a. The Project Budget Narrative may reflect costs in any of the five budget categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay (OCO), Indirect Costs). The Total Project Costs should be included.
- b. You must describe the line items for each applicable budget category for which you are requesting subgrant funding. Provide sufficient detail to show cost relationships to project activities. Reimbursements will only be made for items clearly identified in the budget narrative.
- c. Costs must not be allocated or included as a cost to any other federally financed program.

Please respond to the following five items before providing the details of the Budget Narrative.

1. Source of match must be cash and represent no less than twenty-five (25) percent of the project's cost.
 - a. Identify your specific sources of matching funds.
Police department budget account line 001-0505-521- 60-64 Machinery and Equipment account 2002/03. Total cash match of \$6,321.00.
 - b. Is match available at the start of the grant period? **YES**
 - c. If match will be provided from a source other than the subgrant recipient or the implementing agency, how will the match be tracked and verified? (The subgrantee is responsible for compliance.) **N/A**
2. If Salaries and Benefits are included in the budget as Actual Costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the initial year?
No: **N/A** If no, please explain.
3. Indicate the OCO threshold established by the subgrantee. **\$ 750.00**
4. Indirect Cost **N/A**
5. If the budget includes services based on unit costs, be sure to provide a definition and cost for each service as part of the budget narrative for contractual services. Provide the following information.
N/A

Operating Capital Outlay

In Car Camera's **5 @ 4856.80** **\$24,284.00**

Front Panel, 100 GB removable HD, Audio Cameras, Wireless Audio pack, CC1400HZ 12 VOC Clr Pelco Camera, 100 GB Hard Dive, extra removable hard drives.

Misc. Needs **1000.00**

Extra microphones, wire protection pipes, wires, hard drives, and included with operation training.

The digital video hardware technology chosen for this project will provide a system that is proven for routing high-resolution video images to multiple pre-determined locations. This will ensure images are available for the State Attorney's office and enhance our prosecution efforts. A dedicated storage unit will be used to adequately provide the necessary infrastructure to store video images and route them appropriately for court purposes. The large storage capacity allows for long mission operation without identifying and reloading tape cartridges.

TOTAL: **\$25,284.00**

NOTE: All purchases will be made in accordance with establish purchasing procedures of the City of Altamonte Springs.

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H. Signature Page

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

**Corrections on this page, including
Strikeovers, whiteout, etc. are not acceptable.**

State of Florida
Department of Law Enforcement
Office of Criminal Justice Grants

Signature: _____

Typed Name and Title: Clayton H. Wilder, Community Program Administrator

Date: _____

Subgrant Recipient
Authorizing Official of Governmental Unit
(Commission Chairman, Mayor, or Designated Representative)

Typed Name of Subgrant Recipient: Seminole County

Signature: _____

Typed Name and Title: Daryl McLain, Chairman, Seminole Board of County Commissioners

Date: _____

Implementing Agency
Official Administrator or Designated Representative

Typed Name of Implementing Agency: Altamonte Springs Police Department

Signature: 

Typed Name and Title: Robert C. Merchant, Jr., Chief, Altamonte Springs Police Department

Date: 5.15.03

Application for Funding Assistance Florida Department of Law Enforcement Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program
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Please read instructions before completing this application.

- The term "Department", unless otherwise stated, refers to the Department of Law Enforcement.
- The term "OCJG" refers to the Office of Criminal Justice Grants.
- The term "subgrant recipient" or "subgrantee" refers to the governing body of a city, county, state agency, or an Indian Tribe that performs criminal justice functions as determined by the U.S. Secretary of the Interior.
- The term "implementing agency" is a subordinate agency of a city, county, state agency, or Indian Tribe, or an agency under the direction of an elected official (for example, Sheriff or Clerk of the Court). It may also be an entity eligible to be a subgrantee (ex. City of Live Oak).
- Instructions are incorporated in this document by reference.

A. Subgrant Data									
1. This section to be completed by Subgrantee Continuation of Previous Subgrant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, enter CJ Contract # of Previous Subgrant <u>SFY 2003 CJ Contract #</u> 2003- CJ - 5A -06 - 69 - 01 - 011		2. This section to be completed by OCJG <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Project ID #</td> <td style="width: 25%;">Program Area #:</td> <td style="width: 50%;">CFDA #: 16.579</td> </tr> <tr> <td colspan="3" style="text-align: center;"> <u>SFY 2004 CJ Contract #</u> 2004 - CJ - _ - _ - _ - _ - _ </td> </tr> </table>		Project ID #	Program Area #:	CFDA #: 16.579	<u>SFY 2004 CJ Contract #</u> 2004 - CJ - _ - _ - _ - _ - _		
Project ID #	Program Area #:	CFDA #: 16.579							
<u>SFY 2004 CJ Contract #</u> 2004 - CJ - _ - _ - _ - _ - _									
B. Applicant Information									
1. Subgrant Recipient (Subgrantee)									
Name of Subgrant Recipient (Unit of Government):		Seminole County							
Name of Chief Elected Official / State Agency Head:		County							
Title:		SEMINOLE							
Address:		Area Code / Phone #							
1101 East First Street		407-665-7201							
City, County, State, Zip Code:		SUNCOM #							
Sanford, Seminole County, Florida 32771		355-7201							
E-mail Address		Area Code / Fax #							
		409-665-7958							
2. Chief Financial Officer of Subgrant Recipient (Subgrantee)									
Name of Chief Financial Officer:		Maryanne Morse							
Title:		County							
Clerk to the Seminole Board of County Commissioners		SEMINOLE							
Address:		Area Code / Phone #							
Post Office Drawer C		407-665-4335							
City, County, State, Zip Code:		SUNCOM #							
Sanford, Seminole County, Florida 32772		355-4335							
E-mail Address:		Area Code / Fax #							
		407-330-7193							
3. Implementing Agency									
Name of Implementing Agency:		Office of the State Attorney, 18 th Jud. Circuit							
Name of Chief Executive Official / State Agency Head / Subgrantee representative (if a subordinate agency of the subgrant recipient):		County							
Norman R. Wolfinger		SEMINOLE							
Title:		Area Code / Phone #							
Honorable State Attorney, Office of the State Attorney		407-665-6000							
Address:		SUNCOM #							
100 East First Street		355-6000							
City, County, State, Zip Code:		Area Code / Fax #							
Sanford, Seminole County, 32771		407-665-6400							
E-mail Address: kquinton@sa18.state.fl.us									

Application for Funding Assistance Florida Department of Law Enforcement Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program
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4. Project Director		
Name of Project Director: (Implementing Agency Employee)	Deborah Rehder	County
Title:	Executive Director, Office of the State Attorney	SEMINOLE
Address:	100 East First Street	Area Code / Phone # 407-665-6000
City, County, State, Zip Code:	Sanford, Seminole County, Florida 32771	SUNCOM # 355-6000
E-mail Address:	drehder@sa18.state.fl.us	Area Code / Fax # 407-665-6400
5. Contact Person		
Name of Contact Person: (if other than Project Director)	Brenda A. Quinn	County
Title:	Grant Administrator, Office of the State Attorney	SEMINOLE
Address:	Government Center North, 400 South Street, 4 th Floor	Area Code / Phone # 321-264-6933
City, County, State, Zip Code:	Titusville, Brevard County, Florida, 32780	SUNCOM # 366-7510
E-mail Address:	bquinn@sa18.state.fl.us	Area Code / Fax # 321-264-6934
6. Person Responsible For Financial Reporting (if known)		
Name:	Cheryl Keppen	County
Title:	Fiscal Administrator, Office of the State Attorney	SEMINOLE
Address:	2725 Judge Fran Jamieson Way, Bldg. D	Area Code / Phone # 321-617-7510
City, County, State, Zip Code:	Viera, Brevard County, Florida 32940	SUNCOM # 366-7510
E-mail Address:	ckeppen@sa18.state.fl.us	Area Code / Fax # 321-617-7542
7. Person Responsible For Programmatic Performance Reporting (if known)		
Name:	Brenda A. Quinn	County
Title:	Grant Administrator, Office of the State Attorney	SEMINOLE
Address:	Government Center North, 400 South Street, 4 th Floor	Area Code / Phone # 321-264-6933
City, County, State, Zip Code:	Titusville, Brevard County, Florida, 32780	SUNCOM # 366-7510
E-mail Address:	bquinn@sa18.state.fl.us	Area Code / Fax # 321-264-6934
8. Service Provider Contact Person		
Name: Not applicable		County
Title:		
Address:		Area Code / Phone #
City, County, State, Zip Code:		SUNCOM #
E-mail Address:		Area Code / Fax #

Application for Funding Assistance Florida Department of Law Enforcement Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program
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C. Administrative Data

1. Project Title: **ELDER SERVICES UNIT**
2. Identify the year of the project (I, II, III, etc.) **III**
3. Project period

 Start: 10/1/03

 End: 9/30/04

D. Fiscal Data

Remit Warrant to: (This may only be either the individual listed in B2 (Subgrantee CFO) or a designee in their office. If B2 is selected, do not reenter the contact information. This is only needed for designee.

B2 ☒
OR
DESIGNEE _____
Name: _____
Title: _____
Address: _____
City, State, Zip _____
Phone Number: _____

2. Is the subgrantee participating in the State of Florida Comptroller's Office electronic transfer program? (Reimbursement cannot be remitted to any entity other than the subgrantee.)
Yes _____ No ☒

3. Frequency of Fiscal Reporting: Monthly ☒ Quarterly _____

4. Subgrant Recipient FEID #: **59-6000856**

5. State Agency SAMAS #: _____ **N/A** _____

6. Project Generated Income (PGI):
Will the project earn PGI? (See Section G, Item 9.) Yes _____ No ☒

7. Cash Advance: Will you request an advance?

Yes _____ Amount _____ No ☒

If yes, a letter of request must be submitted with the application or prior to submission of the first claim for reimbursement. Amount requested must be justified and accepted by FDLE.

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E. Project Narrative

- 1. Problem Identification:** Briefly describe a specific problem to be addressed with subgrant funds in terms of Problem Description, Problem Significance and Needs Assessment, as described in the application instructions. Continue narrative on a second page if necessary. Do not exceed two pages. Use a readable size font, per instructions.

Seminole County is located in the Eighteenth (18th) Judicial Circuit of Florida. The State Attorney's Office, (SAO), serves Seminole County by prosecuting defendants who commit crimes within this jurisdiction. The SAO is the implementing agency for the Elder Service Unit (ESU) program. ESU addresses the increasing problem of elderly crime, specifically elder abuse, neglect and exploitation. Grant funds are used to employ an Investigator and Assistant State Attorney (ASA) to prosecute these crimes. The ESU is listed under Program Area 18 - Domestic Violence because elder abuse, neglect or exploitation often occurs at home by a family member.

The increase in elder abuse statistics is evidenced in a national abuse study indicating one of every 20 seniors, aged 60 and over, may be abused, neglected or exploited. Even more alarming is that abuse cases often go unreported and undetected. This problem is directly linked to a lack of established reporting and follow-up procedures used by law enforcement and elder service providers, limited knowledge of how to detect abuse, lack of community awareness, and lack of available crime prevention education for potential victims.

Elder abuse cases can be complex in nature and often involve problematic mental, physical, medical and domestic issues. Training for law enforcement, prosecution, advocates and elder service providers is essential in handling these sensitive and dynamic cases.

Seminole County's elder population is 15% of its total population, according to current census figures. Seminole County is also a popular retirement and tourist destination due to Seminole County's proximity to theme parks in the Orlando, Florida area. The seasonal tourist base, not included in the census figures, also contributes to the number of potential abuse victims. It is estimated that the senior population, aged 60 and over, will increase 5% each year.

The ESU, established in 2001, identified a need to serve the elder population

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group. To date, over 250 victims have been referred to community resources. During 2002, 50 cases of abuse, neglect or exploitation were filed by law enforcement. The SAO filed charges in 22 cases, 1 was a jury trial, 17 were resolved pre-trial, and 10 were not filed.

Several gaps have been filled over the last two years. An ASA was added to the ESU during its second year and a new prosecution method was instituted which has proved to serve the victim better and provide enhanced case resolution. In addition elder crime trends are now available from the ESU database, implemented during ESU's first year. Law enforcement training has continued throughout the grant period serving over 130. The lack of community awareness and prevention education has been resolved by developing a brochure for distribution, providing crime prevention seminars for the public and enlisting county governments to actively promote elderly issues.

The ESU has successfully served the elderly population; however, there are current gaps in services. For example, cases not filed are often dropped due to the victim not wanting to pursue charges. The prosecution must provide special advocacy services for these victims, while gaining their trust and helping them cope with the fear of their abuser and the overwhelming judicial process. Another area of growing concern is the frequency of elder neglect occurring in assisted living facilities. These cases can involve numerous victims and lead to complex and lengthy investigations. An increased joint effort among law enforcement, APS and ESU is needed to expeditiously resolve these types of cases.

Elder abuse is a national problem but it should be addressed locally by criminal justice agencies and elder service providers. Development of a collaborative effort to combat this growing crime trend must include designated, qualified staff from these agencies in order to provide specialized crime prevention education, investigative reporting, concentrated prosecution methods, victim advocacy and published information on elderly issues.

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2. Project Description: Briefly describe proposed project activities. Refer to Appendix II, Part 1, Pages 1-3 for a description of eligible project areas). You should include project goals, administration, enhancement/expansion, staff, service providers, clients or other participants, equipment, location, and expected project results, as described in the application instructions

This section should address the basic points of who, what, when, where, and how.

Continue on additional pages if necessary; do not exceed three pages.

The ESU, implemented by the SAO in October, 2001, is located in the Sanford Branch Office of the SAO in Seminole County. The ESU provides senior residents numerous types of services found in a collaborative criminal justice assistance program, including both traditional and non-traditional prosecution services. The goal of the ESU is to represent and serve elderly victims while obtaining higher conviction rates and swift, certain punishments for their abusers.

The ESU delivers continuing education exclusively for seniors with facts on criminal justice issues such as crime prevention and their legal rights and obligations as victims and witnesses. In addition, caregiver training is provided, which may prevent future abuse. Public speaking engagements are scheduled throughout the grant period on elder issues, such as abuse, exploitation and crime prevention. The Investigator provides law enforcement training on a quarterly basis. Training is offered to all Seminole County law enforcement agencies. This training prepares officers to spot the "red" flags that often accompany physical and financial abuse and to complete follow-up contacts after the initial call.

The ESU is the central point of contact between many agencies, including DCF and law enforcement. ESU is also actively involved with governmental organizations, the local TRIAD and the Alzheimer's Association. In addition, the ESU has become partners in Operation Spot Check, an enforcement team that conducts surprise visits at nursing home, assisted living and residential facilities. This is a non-traditional prosecution service that has been extremely successful and publicized. Partners in this operation include law enforcement, APS, the Medicare

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Fraud Unit and the Agency for Health Care Administration.

The ESU's Investigator also gathers information required for case prosecution and also works closely with the SAO's Victim Witness Services Unit (VWS). DCF also utilizes the Investigator, a sworn law enforcement officer, to assist with the legal service of documents.

The ESU's ASA was added last year and is dedicated solely to prosecuting elder abuse crimes. The new prosecutor partners with the Investigator and forms individualized case plans while determining what criminal charges can be filed against the abuser.

The ESU's ASA uses vertical prosecution, as opposed to horizontal prosecution. Vertical prosecution methods designate one attorney to handle the case from its inception to its completion. Vertical prosecution is widely used by many prosecutors' offices throughout the country in specialized child abuse, sex abuse and domestic violence units because of the many advantages this type of method offers. For example, the elderly victim feels more comfortable with one attorney rather than retelling their story repeatedly, minimizing their trauma. The ASA can also respond immediately to a situation where the elderly victim is in the early stages of dementia. Testimony can be perpetuated, (or obtained), before the victim's health deteriorates.

The ESU reviews, investigates and prosecutes elder abuse, neglect and exploitation cases meeting the criteria found in Florida Statutes Chapter 825. The ASA may also be consulted by other SAO prosecutors who are assigned violent felony cases, such as robbery, car jacking, home invasion, and burglary, where the victim is elderly. Assistance is given to the trial division when appropriate.

The goal of the ESU is to serve the needs of the elderly victim population in Seminole County. In order to accomplish this, the ESU must provide the earliest case intervention and advocacy services possible, a specialized investigative effort and aggressive prosecution effort. The SAO's ESU must continue to act as an innovator, a collaborator, a trainer, and a leader within the Seminole County community to help eradicate elderly abuse.

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- 3. Program Objectives and Performance Measures:** Up to three types of objectives may be included in this section of your subgrant application, i.e., Uniform Objectives, Project-Specific Objectives and Self-Generated Objectives. If you are proposing a project in one of the Authorized Program Areas with no Uniform Objectives, contact FDLE, Office of Criminal Justice Grants, at (850) 410-8700 for further guidance. Continue on a second page if necessary.

- a. List the number and title of the Program Area to be addressed. Refer to Appendix II, Part II, for a listing of authorized program areas. (Select only 1 Program Area)

18 Domestic Violence
 (#) (Title)

- b. List Uniform Objectives first, followed by any other appropriate objectives you may wish to address. If additional objectives are included, please identify whether they are Project Specific or Self-Generated Objectives. Uniform and Project Specific Objectives form the basis for collection of data and quarterly performance reporting.

Uniform Objectives (Mandatory, copy as worded for the program area addressed and include all appropriate questions. Include Objectives from only 1 program area, Objectives from a different program area could be included as Project Specific Objectives).

<u>018 – Domestic Violence</u>		
018.01	Investigate <u>100</u> domestic violence cases. Part 1 – During this reporting period, how many domestic violence investigations were initiated?	
018.04	Provide case management services to <u>80</u> domestic violence victims. Part 1 – During this reporting period, how many domestic violence victims were provided case management services?	
018.05	Refer <u>80</u> domestic violence victims to community resources. Part 1 – During this reporting period, how many domestic violence victims were referred to community resources?	
018.10	Provide education and training on domestic violence issues to <u>65</u> criminal justice personnel. Part 1 – During this reporting period, how many criminal justice personnel COMPLETED education and training on domestic violence?	
018.11	Provide information on domestic violence issues to the general public. Part 1 – During this reporting period was information on domestic violence issues provided to the general public?	

Project Specific Objectives

- PO1 To review 65 cases of crimes against the elderly for possible criminal action.
 During this reporting period, how many cases did you review? In the narrative portion of this report, briefly describe the number and types cases that you pursued to possible criminal action.
- PO2 To file an Information on 30 elderly abuse, neglect or exploitation cases.
 During this reporting period, how many elderly abuse, neglect or exploitation Informations did you file? In the narrative portion of this report, briefly describe the number and types of cases that you filed on.

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4. **Activity Implementation Schedule.** Complete the Activity Implementation Schedule showing when activities in the Program Description will commence and how the project will progress. This chart benchmarks planned activities, both administrative and programmatic. An "X" has been inserted for reports with mandatory due dates for all projects. Place an additional "X" to indicate times applicable to your project, as illustrated for quarterly program reports. Make a detailed listing of key activities under the heading "Programmatic Activities." Your Quarterly Performance Reports will be reviewed against this schedule.

10/1/03-9/30/04												
Subgrant Period (Beginning Date – Ending Date)												
Administrative Activities												
ACTIVITY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Submit Financial Reimbursement Requests	X	X	X	X	X	X	X	X	X	X	X	X
Submit Financial Closeout Package	X (05)											
Submit Quarterly Program Reports	X (04)			X (04)			X (04)			X (04)		
Submit Quarterly PGI Reports (If applicable)												
Programmatic Activities (Continue on a second page if necessary.) Be sure to include activities mentioned in the Project Description												
ACTIVITY	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Conduct elder abuse investigations.	X	X	X	X	X	X	X	X	X	X	X	X
Maintain elder database	X	X	X	X	X	X	X	X	X	X	X	X
Provide training to law enforcement			X			X			X			X
Maintain contact with DCF	X	X	X	X	X	X	X	X	X	X	X	X
Review cases for prosecution	X	X	X	X	X	X	X	X	X	X	X	X
Provide crime prevention education to community organizations		X			X			X			X	
Distribute brochures	X	X	X	X	X	X	X	X	X	X	X	X

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F. Project Budget

1. Budget Schedule

- a. The Project Budget Schedule includes five Budget Categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay, and Indirect Costs) and Total Project Costs. Total Local Match must be a minimum of 25% of the Total Budget.
- b. Enter the amount of federal, matching, and total funds by budget category that you will use to support project activities. Enter dollar amounts only in applicable categories based on totals from the Budget Narrative and leave others blank. Total Local Match must be a minimum of 25 percent of the Total Budget.
- c. Show all figures rounded to the next highest dollar; do not include cents.
 (Example \$4,505.25 as \$4,506).

Type or Print Dollar Amounts Only in Applicable Categories and Leave Others Blank.

Budget Category	Federal	Match	Total
Salaries And Benefits	87,825.00	29,275.00	117,100.00
Contractual Services			
Expenses			
Operating Capital Outlay			
Indirect Costs			
Totals	87,825.00	29,275.00	117,100.00

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2. Budget Narrative

- a. The Project Budget Narrative may reflect costs in any of the five budget categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay (OCO), Indirect Costs). The Total Project Costs should be included.
- b. You must describe the line items for each applicable budget category for which you are requesting subgrant funding. Provide sufficient detail to show cost relationships to project activities. Reimbursements will only be made for items clearly identified in the budget narrative.
- c. Costs must not be allocated or included as a cost to any other federally financed program.

(Continue on additional pages if necessary.)

Please respond to the following five items before providing the details of the Budget Narrative.

1. Source of match must be cash and represent no less than twenty-five (25) percent of the project's cost.
 - a. Identify your specific sources of matching funds.
Match dollars will be expended from the implementing agency's (Office of the State Attorney) general revenue fund.
 - b. Is match available at the start of the grant period?
Match is available at the start of the grant period.
 - c. If match will be provided from a source other than the subgrant recipient or the implementing agency, how will the match be tracked and verified? (The subgrantee is responsible for compliance.)
Match will be provided by the implementing agency.
2. If Salaries and Benefits are included in the budget as Actual Costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the initial year?
 No: _____ If no, please explain.
 Yes: X If yes, please list number and title of position and type of benefits.

1). One full-time Investigator <ol style="list-style-type: none"> a. Regular salary b. Incentive salary c. Benefits <ol style="list-style-type: none"> 1. Retirement 2. FICA/Medicare 3. Health Insurance 4. Life Insurance 	2). One full-time Assist. State Atty. <ol style="list-style-type: none"> a. Regular Salary b. Benefits <ol style="list-style-type: none"> 1. Retirement 2. FICA/Medicare 3. Health Insurance 4. Life Insurance 5. Disability Insurance
--	---

 1. Indicate the OCO threshold established by the subgrantee. **\$ 500.00**
 2. If Indirect Cost is included in your budget please indicate the basis for the plan (e.g. percent of salaries and benefits), and provide documentation of the appropriate approval of this plan.
N/A
 3. If the budget includes services based on unit costs, be sure to provide a definition and cost for each service as part of the budget narrative for contractual services. Provide the following information.
N/A
 - a. What is the basis for the unit costs?
 - b. How recently was the basis established or updated?

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ELDER SERVICE UNIT III

Salaries and Benefits

The ESU III will show two continued personnel positions, an Investigator and an Assistant State Attorney. Both will work full-time at the implementing agency's Sanford, Florida, office. Staff will work in the ESU from October 1, 2003 through September 30, 2004.

The Investigator will educate law enforcement on elder abuse detection and proper reporting techniques and will educate the public on crime prevention and elderly issues. The elderly case database will be maintained and be available to law enforcement to track crime trends. Case management and referral services will also be provided to elder victims. The Investigator will complete investigative services and "field work". The Investigator will also assist the (ASA) in reviewing and prosecuting these cases. The Investigator will also continue to work with government and non-profit agencies on elder issues and elder programs.

The ASA will review elderly abuse, neglect and exploitation cases submitted to the SAO for criminal merit. The ASA will assign the Investigator duties to benefit the prosecution effort such as; obtaining statements, finding victims, and service of subpoenas. After the case is filed, the ASA will continue to monitor the case, prepare it for trial and complete any subsequent court hearing as necessary. The ASA will provide legal expertise to law enforcement as needed and assist the Investigator in training or public speaking engagements as needed. In addition, the ASA may provide expertise to fellow prosecutors who have been assigned violent crime cases in which the crime victim is elderly. Both ESU staff members act as SAO liaisons for Brevard's elderly service providers law enforcement and its elderly victims.

Salaries and benefits listed below are for one full-time grant funded Investigator, and one full-time grant funded Assistant State Attorney, to continue and enhance the ESU III during the grant period of October 1, 2003 through September 30, 2004.

SALARY AND BENEFITS TOTAL BUDGET: \$ 117,100 .00

<u>ITEM</u>	<u>EMPLOYEE</u>	<u>QTY</u>	<u>EACH</u>	<u>TIME</u>	
<u>Regular Salary</u>	Investigator	1	\$ 3,245.00	12mths	Subtotal: \$38,940.00
<u>Incentive Salary</u>			\$ 120.00	12mths	Subtotal: \$ 1,440.00
<u>Benefits</u>	Investigator	1			Subtotal: 15,753.00
Retirement	\$40,380.00 x .16.01%		\$6,465.00		
FICA/Medi.	\$40,380.00 x .0765%		\$3,089.00		
Health Ins.	\$ 508.88 x 12 months		\$6,106.00		
Life Ins.	\$38,940.00 x .0024%		\$ 93.00		

*Life insurance based on regular salary only

Total Budget Investigator: \$56,133.00

<u>ITEM</u>	<u>EMPLOYEE</u>	<u>QTY</u>	<u>EACH</u>	<u>TIME</u>	
<u>Salary</u>	Assistant State Atty	1	\$3,833.00	12mths	Subtotal: \$45,996.00
<u>Benefits</u>	Assistant State Atty.	1		12mths	Subtotal: \$14,971.00
Retirement	\$45,996.00 x .06.06%		\$2,787.00		
FICA/Medi.	\$45,996.00 x .0765%		\$3,821.00		
Health Ins.	\$ 655.00 x 12 months		\$7,860.00		
Life Ins.	\$45,996.00 x .0057%		\$ 262.00		
Disb. Ins.	\$45,996.00 x .0525%		\$ 241.00		

Total Budget Assistant State Attorney \$60,967.00

Application for Funding Assistance
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H. Signature Page

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

**Corrections on this page, including
Strikeovers, whiteout, etc. are not acceptable.**

**State of Florida
Department of Law Enforcement
Office of Criminal Justice Grants**

Signature: _____

Typed Name and Title: Clayton H. Wilder, Community Program Administrator

Date: _____

**Subgrant Recipient
Authorizing Official of Governmental Unit
(Commission Chairman, Mayor, or Designated Representative)**

Typed Name of Subgrant Recipient: _____

Signature: _____

Typed Name and Title: _____

Date: _____

**Implementing Agency
Official, Administrator or Designated Representative**

Typed Name of Implementing Agency: Office of the State Attorney, 18th Judicial Circuit

Signature: *Norman R. Wolfinger*

Typed Name and Title: Honorable Norman R. Wolfinger, State Attorney

Date: March 7, 2003

**APPENDIX IV – CERTIFICATION OF COMPLIANCE WITH
EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM REQUIREMENTS**

Florida Department of Law Enforcement
Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program

SUBGRANTEE CERTIFICATION

I, the undersigned authorized official, certify that according to Section 501 of the Omnibus Crime Control and Safe Streets Act of 1968 as amended, that the Subgrantee (Subgrant Recipient) . . .
(Select one of the following):

 X Meets Act Criteria

 Does not meet Act Criteria

I affirm that I have read the Act criteria set forth in the Subgrant Application Instructions. I understand that if the Subgrant Recipient meets these criteria, it must formulate, implement and maintain a written EEO Plan relating to employment practices affecting minority persons and women. I also affirm that the Subgrant Recipient . . . **(Select one of the following):**

 X Has a Current EEO Plan

 Does Not Have a Current EEO Plan

 Has included a copy of the current approval letter from the US DOJ

I further affirm that if the Subgrant Recipient *meets* the Act criteria and does not have a current written EEO Plan, federal law requires it to formulate, implement, and maintain such a Plan within 120 days after a subgrant application for federal assistance is approved or face loss of federal funds.

Signature of Subgrantee Authorized Official

Type Name: Daryl McLain

Title: Chairman, Board of County Commissioners

Subgrant Recipient: Seminole County

Date: _____